21226

UNITED STATES POSTAL SERVICE U.S. MAIL

postal bulletin

PB 21226—January 3, 1980—12 Pages

Lobby Display Schedule for January

Displays in All Post Office Lobbies—All Classified Units

The following posters, notices and signs are mandatory for display in post office lobbies until notice is given to replace or remove them:

Title	*Issued*
Poster 103, *Postages Rates, Fees and Information*	June 1978.
Poster 7, *Rules and Regulations Governing Conduct on Postal Property*	October 1978.
Poster 74, *Packaging Pointers*	September 1978.
Notice 96, *Notice of Reward*	August 1977.
Poster 31–B (holding Consumer Service Cards)	February 1977.
Wanted Posters (post as directed by the Postal Inspection Service).	
Official Signs Indicating: —Service/Lockbox Lobby Hours Service —Letter Drops (Local, etc.) and Collection Times —Window/Counter Positions Providing All Services plus stamps.	
Notice (unnumbered) announcing implementation of Letter Mail Dimensional Standards and surcharge on July 15	May 1979.
Your Federal Lawmakers	August 1979.
Alien Address Reporting (post as received)	Remove January 31.

Rotating Displays—All Classified Units (CAG A–G Offices)

The January schedule of lobby poster displays for post offices with 950 or more revenue units is listed in priority order below:

A=first priority, following mandatory displays; B=second priority, etc.

Priority	*Title*	*Poster No.*	*Post*	*Remove*
A	Olympics	416	Continuous display.	
	Olympics (second poster)	423	do	
A	1979 Mint Set	422	do	
A	W. C. Fields	424	January 22	February 29
A	Winter Olympics Souvenir Folder.	425	January 25	Continuous display.
A	6th Ed., Stamps & Stories	415	Continuous display.	

Specialized Program Displays

Using the same priority system, main post offices and classified stations and branches designated to offer specific service or participate in specialized programs will display the following items until notice is given to replace or remove them:

A	Clear Plastic Screenline Displays: '79 Mint Set; 6th Ed. Stamps & Stories; Collecting Kits.
A	Poster 31–A (Feb. 1977) or 31–E (May 1978)—Spanish language editions of Posters 31–A & B available as 31–C & D respectively.

—Delivery Services Dept., 1–3–80.

Special Mailing—Supplemental Security Income Checks

The Treasury Department has advised of a special mailing of approximately 4 million checks. These checks represent payment under the special energy assistance program recently enacted by Public Law 96–126. They will be mailed on January 3 & 4, 1980 from the Birmingham, Alabama Disbursing Center for delivery on Monday, January 7, 1980. The envelopes will be endorsed:

Postmaster: Requested Delivery Date is the Seventh Day of the Month

Postmasters and supervisors are asked to plan to complete delivery of these checks on the date specified above.—*Mail Processing Dept., 1–3–80.*

Polyurethane Paint

Tolylene diicyanate, one of the constituents of polyurethane paint, is highly toxic, and no cartridge filter is suitable for use with this paint. It is used in painting vehicles, mailboxes, collection boxes and other items.

Painters applying polyurethane paint must use either a supplied air respirator approved by the Mines Safety and Health Administration/National Institute for Occupational Safety and Health under TC–19C schedules, or a self contained breathing apparatus approved under TC–13F schedules.

All painting with polyurethane paint must cease until the approved equipment is obtained and in use.—*Delivery Services Dept., Engineering & Technical Support Dept., 1–3–80.*

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best copy available

P 1.3.

Time Recording Codes

Bargaining unit employees temporarily detailed to supervisory or other nonbargaining positions are granted benefits consistent with the salary schedule to which they are assigned. Such employees assume the schedule for the position, but, upon acceptance of the temporary assignment, are not eligible for:

1. Guaranteed time.
2. PDC on call time.
3. Out of schedule overtime.
4. Holiday scheduling premium.
5. Nonbargaining rescheduling premium due to a schedule change. However, these employees are eligible for the special pay provisions applicable to the assigned position, including nonbargaining rescheduling premium for any schedule changes after the initial assignment.

This compensation policy requires establishment of a new timecard code 48 to identify *Holiday Scheduling Premium Hours.* This new Code enables the payroll system to distinguish between *Holiday Scheduling Premium Hours* and *Nonbargaining Rescheduling Premium Hours.* Both of these premiums are currently identified on the timecard as code 88.

Timecard Offices

Starting with pay period 3–80, these noncrossfoot premium hours must be identified on the timecard as:

Code 48, *Holiday Scheduling Premium Hours.*

Code 88, *Nonbargaining rescheduling Premium Hours.*

Current timekeeping procedures remain unchanged, except for these two identifications. The payroll system will reject the following premium hours when entered on Form 1230–C, *Higher Level Service Card,* for service in a nonbargaining position by a bargaining unit employee:

1. Guaranteed Time, Code 62.
2. Guaranteed Overtime, Code 68.
3. Out of Schedule Overtime, Code 73.
4. Holiday Scheduling, Code 48.
5. PDC on Call Time, Code 87.

See Chapter 2 of F–21, *Time and Attendance,* for definition of these premium hours.

Adjustment of premium hours identified as code 48 is accomplished by the usual adjustment procedures on a Form 2240, *Pay, Leave or Other*

Continued on p. 3

DOMESTIC AND MILITARY MONEY ORDERS

Both the domestic and military money order forms have been revised to improve security and processing. A new domestic money order will be in the automatic shipping schedule before the end of 1979 and new military money orders started in June 1979.

Postmasters must insure that all window clerks, contract unit personnel, telephone information employees and institutions which cash money orders are informed about the new money order form set. The sample letter in this article may be used to notify cashing institutions of the changes and the validity of both current and new money orders.

The revisions will not change the current issuing or accounting systems.

Customers Receipt

The main revisions on the Customer's Receipt are shown in Exhibit 1.

The five main areas of revision are:

1. The heading and limitation plate area now discourages use of the customer's receipt as the money order.

2. Small vertical lines improve the readability of the data in the "read band" area.

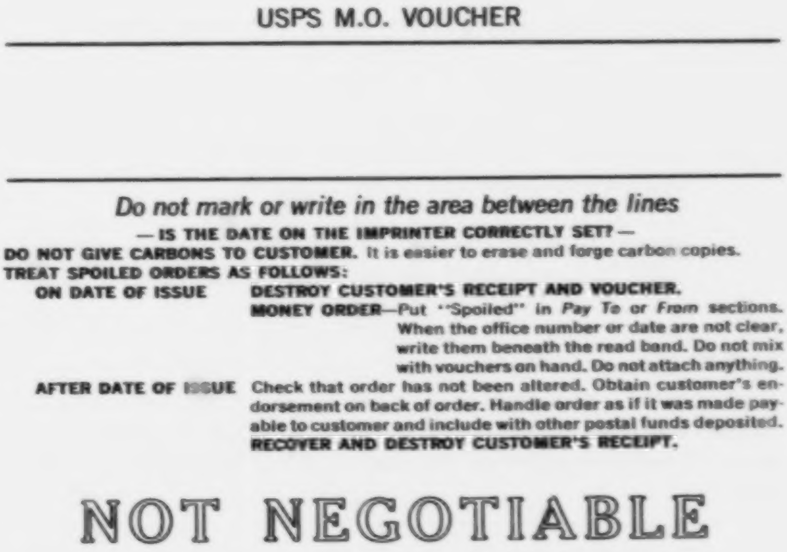
3. The address block offers better writing alignment and encourages the customer to provide complete information. *From* replaces *Purchased By* and *COD No. or Used For* replaces *For.*

4. At the bottom of the customer's receipt the following statements are added: *No claim for improper payment permitted two years after payment,* and *Please allow 60 days for the issue of a replacement money order. Money orders are invalid after 20 years.*

5. The printing of *Not Negotiable* is eliminated on the back of the customer's receipt as a cost reduction measure.

Instructions are printed on the voucher to assist issuing personnel. These instructions can be changed on a yearly basis as desired in the future.

Voucher



USPS M.O. VOUCHER

Do not mark or write in the area between the lines

— IS THE DATE ON THE IMPRINTER CORRECTLY SET? —

DO NOT GIVE CARBONS TO CUSTOMER. It is easier to erase and forge carbon copies.

TREAT SPOILED ORDERS AS FOLLOWS:

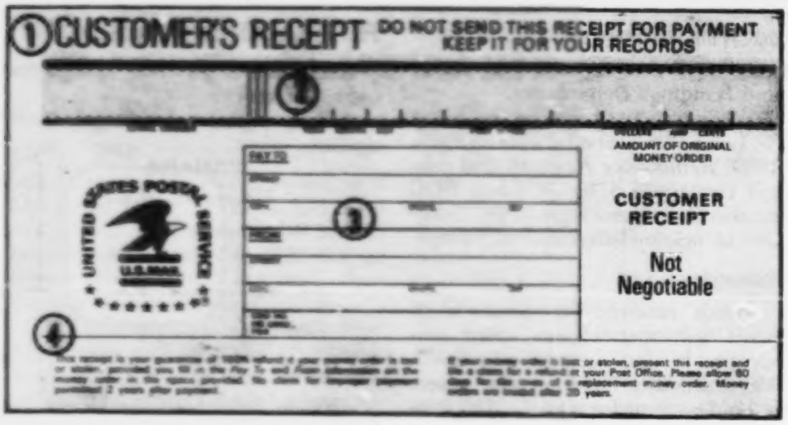
ON DATE OF ISSUE — DESTROY CUSTOMER'S RECEIPT AND VOUCHER.
MONEY ORDER—Put "Spoiled" in *Pay To* or *From* sections. When the office number or date are not clear, write them beneath the read band. Do not mix with vouchers on hand. Do not attach anything.

AFTER DATE OF ISSUE — Check that order has not been altered. Obtain customer's endorsement on back of order. Handle order as if it was made payable to customer and include with other postal funds deposited.
RECOVER AND DESTROY CUSTOMER'S RECEIPT.

NOT NEGOTIABLE

Money Order

The following model letter explains the changes made to the front and back of the order and may be used to inform cashing institutions of the changes. The front and back of the new money order form are in Exhibit 2.



① CUSTOMER'S RECEIPT DO NOT SEND THIS RECEIPT FOR PAYMENT KEEP IT FOR YOUR RECORDS

AMOUNT OF ORIGINAL MONEY ORDER

PAY TO

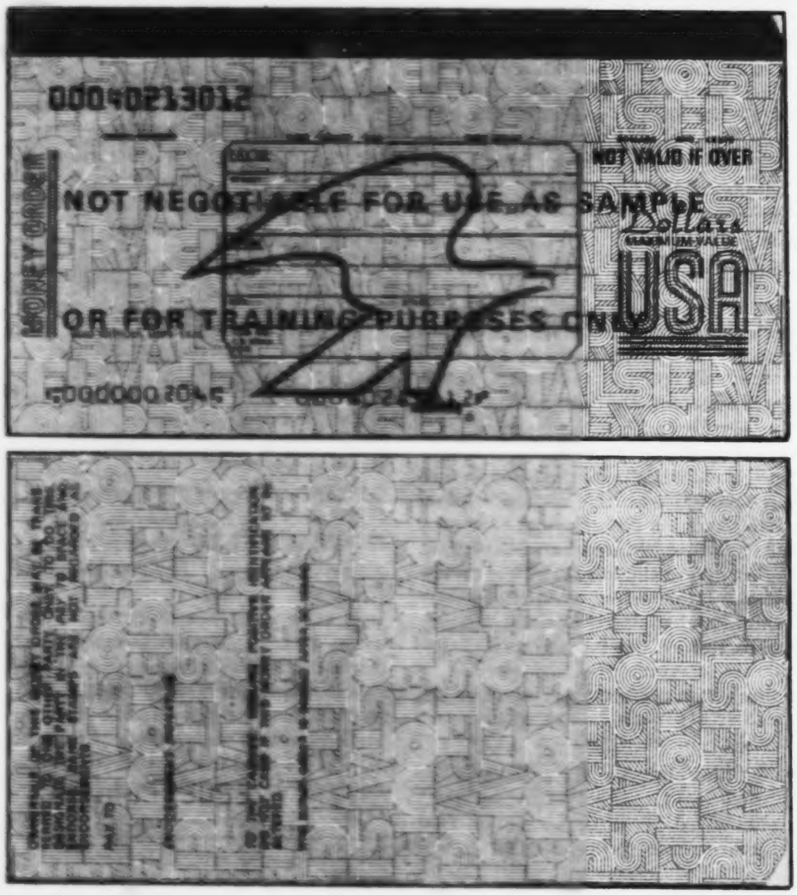
CUSTOMER RECEIPT

Not Negotiable

UNITED STATES POSTAL SERVICE

U.S. MAIL

Exhibit 1



00040213012

MONEY ORDER

NOT VALID IF OVER

NOT NEGOTIABLE FOR USE AS SAMPLE

Dollars

MAXIMUM VALUE

USA

OR FOR TRAINING PURPOSES ONLY

Exhibit 2

Sample Letter

U.S. Postal Service Money Order
Cashing Institutions

Dear Customer:

The U.S. Postal Service money order has been changed and we want to alert you about the changes to avoid any problems with your customers.

Continued on p. 4

Continued from p. 2

Adjustment Request. Adjustment of code 48 can only be made for pay period 3-80 and later. For pay periods before 3-80, use code 88.

PSDS Offices

Current Reporting of Holiday Scheduling Premium. Beginning with pay period 5-80 (the next pay period with a holiday after 3-80), *Holiday Scheduling Premium* will appear on the *Time Certification Report* for the appropriate week as code 48 instead of 88. This allows a distinction between *Holiday Scheduling Premium* and *Nonbargaining Rescheduling Premium. Nonbargaining Rescheduling Premium* will continue to be identified as code 88.

Prior Period Pay Adjustments of Holiday Scheduling Premium. When processing prior period pay adjustments on Forms 2240, *Holiday Scheduling Premium* must be identified with code 48 for any pay period 3-80 or later. For holiday pay periods before 3-80, code 88 must be used to identify such hours.

Higher Level Processing. Effective with day 1 processing for pay period 3-80, programs will be modified to identify higher level activity in the *E* rate Schedule (PSDS SCH codes 3, 6, or 7), to be consistent with the new higher level policy. If TR 29 is used for such a position with tour codes 5, 6, or 7, the hours will be identified as *Nonbargaining Rescheduling Premium.* Follow the eligibility rules for such hours in Handbook F-21, which allow revised schedules without payment of additional premiums if the employee is notified at least 7 days in advance of the schedule.

PSDS program automatically delete *Nonbargaining Rescheduling Premium* if input for a higher level detail of a bargaining unit employee to a nonbargaining position, and the EMR, indicates that it is the first day of the detail. In this case, the employee is not entitled to such a premium. Neither *Guaranteed Time* nor *Holiday Scheduling Premium* will be allowed for an employee while detailed to a nonbargaining position.

These changes will be included in a future revision to Handbook F-22, *Postal Source Data System Time and Attendance,* and Handbook F-21.—*Finance Dept., 1-3-80.*

Funds From Prospective Bidders

This procedure is to be followed in disposing of funds received from prospective bidders to pay for plans and specifications in a bid offering. It rescinds Regional Instruction 906-FIN-173, filing 432, 5-10-76 and will be included in a future transmittal letter for the Financial Management Manual (FMM).

Payment

Prospective bidders request plans and specifications for a particular bid offering with a check or money order payable to the Disbursing Officer, U.S. Postal Service.

Hold these checks or money orders in a secure place until a design contract is awarded. The Contracting Officer then remits the funds to the St. Louis PDC for credit to account 40990, *Miscellaneous—Other Postal Fund Revenue,* and the BA finance number of the Regional Real Estate and Buildings Department.

When preparing remittances to the St. Louis PDC, list all checks on Form 1940, *Remittance Register,* and submit two copies. The St. Louis PDC returns the second copy to the designee as acknowledgement of receipt.

Refunds

Funds received for payment of plans and specifications from prospective bidders are non-refundable. There are cases, however, where there is a bid opening for which USPS cannot award a contract, and for some reason there is no plan to re-advertise. In other cases the project is cancelled and taken off the market. The bidders in such cases are entitled to a refund. The Contracting Officer returns the checks or money orders to the prospective bidders, along with the notice of cancellation of the project.—*Finance Dept., 1-3-80.*

Continued from p. 3

The changes in the money order are as follows:

FRONT

1. The eagle is in outline to improve the legibility of address information when photocopies are made. There is a registered trademark symbol on the right of the claw.
2. By encouraging the customer to provide complete information in the address area, identification of the person cashing the money order will be more positive and improper payment curtailed.
3. In the limitation plate area the word *dollars* has been modified so that after imprinting it will be partially covered with the limitation plate value. This has been done to hinder changing the amounts of money orders. The words *maximum value* have been printed beneath *dollars.*
4. The brown used for printing *money order* on the left and *USA* on the right is now black, to reduce costs. Also, the yellow tint printed over the background design has been eliminated so that a person changing the amounts of money orders has to restore the background design rather than the yellow tint.
5. The Postal Service banking code number on the bottom left corner has been changed to 000 000 204.

BACK

1. The instructions have been simplified and placed at the serial number end in order to conform with Treasury and banking requirements.
2. The thick yellow line has been eliminated. Testing has shown that an overlap of the endorsement signature into the read band area is not a problem.
3. The paragraph beginning "To the Cashier" has been changed so that future increases in the maximum value of any order will not present cashing problems.

IMPORTANT: Please honor the current and new money orders as both will be valid for as long as they remain in circulation.

If you have any questions concerning these changes, please call (telephone number ______________).

Sincerely,

Postmaster

—*Rates & Classification Dept., 1-3-80.*

Foreign Order Notice 89

Keep all foreign order notices for use as reference.

A lottery order has been issued against:

CANADA

Richmond, B.C.

World Wide Agencies
#302-3631 #3 Road

Vancouver, B.C.

Catherwood
Chapman & Associates
Box 4990

Centennial Sales Department
M.P.O. Box 3842
349 West Georgia St.

Madison, Fremont Services
Box 4950

Universal Management Co.
Box 34133

Toronto, Ontario

Member Services
P.O. Box 370
Adelaide Station

Member Services
44 Wellington St. East,
Suite #22

WEST GERMANY

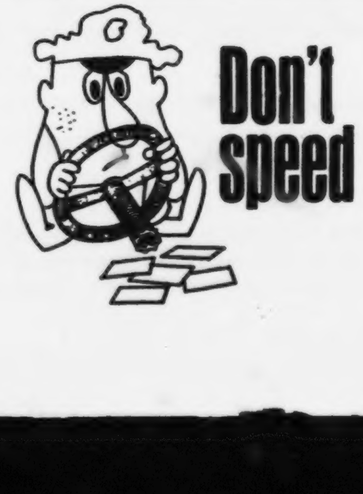
Flensburg

Kracht, Gerhard
P.O. Box 283
Holm 3

Kracht, Gerhard
P.O. Box 483
Holm 3

Do not dispatch any mail to the above. Endorse it: *Lottery Mail* and *Return to Sender.*

If such mail bears no return address, treat it as undeliverable and dispose of it in accordance with 159.4, DMM. This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all SCF's and designated International Exchange Offices.—*Judicial Officer, 1-3-80.*



All PSOs and city delivery offices

CONTRACTING FOR VEHICLE HIRE

I. OVERVIEW

A. Policy

1. Vehicles are leased to augment the postal fleet only when a need cannot be met by postal-owned vehicles already in the fleet or on order, or where vehicle hire is less costly than the use of postal-owned vehicles.

2. The initial establishment of vehicle service is generally by vehicle hire. It is not economically feasible to assign a small number of postal-owned vehicles to a post office remote from a vehicle maintenance facility unless high quality contract maintenance is available Generally, vehicle hire is used when the contract cost is lower than the prevailing rate for postal-owned vehicles of similar type, make, and model, and/or when postal vehicles are not available. Total cost of operation, including driver productivity, is the primary criterion. Refer to Regional Instructions 1070-PO-198 for additional policy and guidance.

B. References

1. Directives

a. Publication 41, *Postal Contracting Manual* (PCM).

b. ADMINISTRATIVE SUPPORT MANUAL (ASM), Section 250, Tort Claims.

c. POSTAL OPERATIONS MANUAL (POM), Section 624 and Chapter 7.

d. Handbook M-52, *Fleet Management.*

e. Handbook M-39, *Management of Delivery Services.*

f. Handbook F-33, *Accounts Payable.*

g. Regional Instructions 1070-PO-198, Filing Number 357, Selection and Administration of Vehicle Hire.

h. Regional Instructions 1007-PO-184, Filing Number 353, Determining Requirements for Administrative and Service Vehicles.

i. Regional Instructions 959-PM-101, Filing Number 627, Procedure for Leasing Administrative Vehicles.

2. Forms

a. Form 1804-B, Postmaster's Certification of Vehicle Hire Service.

b. Form 4515, Vehicle Assignment Justification and Request.

c. Form 4516, Emergency Vehicle Hire Use.

d. Form 4523, Damage Claim Certification—Hired Vehicle.

e. Form 4570, Vehicle Time Record.

f. Form 4577, Hired/Borrowed Vehicle Condition Report.

g. Form 5429, Certification of Exceptional Contract Service Performed.

h. Form 7319B, Representations and Certifications.

i. Form 7330, Amendment—Modification.

j. Form 7333, Solicitation, Offer, and Award.

k. Form 7334, Order-Invoice-Voucher.

l. Form 7376, Abstract of Bids Received.

m. Form 7381, Request for Supplies or Services.

n. Form 7475, Solicitation, Offer, and Award—Vehicle Hire.

o. Form 7476, General Provisions for Vehicle Hire Contracts.

p. SF Form 95, Claim for Damage, Injury, or Death.

C. Definitions

1. *Contracting Officer*—The person executing a contract on behalf of the Postal Service and any other person designated to serve as Contracting Officer during the life of the contract (PCM 1-404).

2. *Contracting Officer's Representative* (COR)—A Postal Service employee designated in writing by the Contracting Officer as representative. The COR may be empowered to inspect and accept work performed under the contract. The COR cannot change, modify, or terminate the contract (PCM 1-405).

3. *Park and Loop Service*—A city delivery route that uses a motor vehicle to transport all classes of mail to the carrier's route, using the vehicle as a moveable container as the carrier loops segments of the route on foot (Handbook M-39, 113.4).

4. *Curbline Service*—A city delivery route on which a motor vehicle is used to deliver mail to a curbline mailbox.

5. *Special Delivery Service*—A route for the delivery of special delivery mail throughout a post office's delivery area, usually requiring a large number of dismounts.

6. *Standby Service*—Service used, on an as-needed basis, to supplement the vehicle fleet when regular vehicles are temporarily unavailable.

7. *Emergency Vehicle Hire*—The local procurement of vehicles for short terms, usually six days or less, to meet sudden requirements. The total cost of each requirement must not exceed $500 (Handbook M-52, 246.4).

II. CHANGES

A. Contract Provisions

1. The price adjustment factor for gasoline is based on the consumer price index for unleaded regular gasoline instead of leaded regular gasoline.

2. A price adjustment factor for vehicle maintenance and repairs of 30% of the contract unit price is added.

3. Vehicles leased from Postal Service carriers will be provided only on the days those employees are scheduled for duty.

4. Contract vehicles which become eight years old during the contract period must be replaced by the contractor before the next contract anniversary date. The Contracting Officer is no longer permitted to authorize continued use of over age vehicles in return for a 10% reduction in the contract unit price.

5. Under certain conditions vehicles may be reassigned to installations having the same finance number as the requirements post office.

6. The contractor must file damage or loss claims within sixty days, with no requirement that the contractor submit a notice of intent to file a claim. In the past, there was no time limit for filing these claims, provided a notice of intent to file a claim was submitted within five days.

7. A provision is added whereby commercial contractors may make a claim for mileage in excess of 110% of the original Postal Service estimate.

8. With certain specific exceptions, the contract may not be cancelled by either party during the first two years of its performance period, as compared to the initial contract period (one year or less) in the past.

B. Forms

1. Vehicle hire contracting Forms 7374, 7374-B and 7361 have been consolidated into a new Form 7475. General provisions applicable to vehicle hire contracts have been consolidated into a new Form 7476.

2. Use Form 7330 instead of Form 7361A for vehicle reassignments under contracts entered into on Form 7475.

III. RESPONSIBILITIES OF REQUIREMENTS OFFICE

A. Vehicle Assignment Justification. Submit requests for new or additional vehicle requirements on Form 4515. Forms submitteed by installations having vehicles already in use must be endorsed to certify the required service cannot be performed with postal or hired vehicles already assigned. Instructions for completing Form 4515 are set out on the form and in Handbook M–52. Submit Form 4515 for approval through channels established in regional issuances.

B. Requests for Vehicle Hire

1. Upon receipt of approval, prepare a request on Form 7381 and submit to the Procurement Services Office (PSO) through established channels.

2. Requests for similar types of vehicles (such as passenger vehicles) with similar requirements (i.e., mileage, hours, and days) may be grouped together on one Form 7381. Requests for different types of vehicles, or for vehicles with significantly different requirements, must be submitted on separate requests. Also, vehicles for use in different types of service (i.e., park and loop, curbline) must be requested separately.

3. The completed Form 7381 must include:

a. Number and type of vehicles required.

b. Estimated total cost for the proposed contract period (a maximum of six years).

c. Whether an hourly or daily rate is desired.

d. Maximum hourly or daily rate the PSO may accept without further approval.

e. Type of route on which the vehicles will be used.

f. Minimum acceptable mail storage capacity.

g. Minimum hours per day and days per week the vehicles will be used.

h. Estimated miles per week the vehicles will be driven.

i. Whether parking space is available in Postal Service-owned or controlled parking areas.

j. List of names and addresses of prospective offerors, including postal carriers.

k. A statement that approved Forms 4515 are on file.

C. Processing Time Standards. Whenever possible, solicitations for vehicle hire should allow the successful contractor a minimum of 30 days *from date of contract award* for delivery of the vehicles. When less than 30 days are allowed, competition is restricted. To allow the PSO adequate procurement lead time to process the request, including at least 30 days for delivery of vehicles, requests should be submitted to the PSO no later than 120 days before the date the vehicles are required.

IV. PRESOLICITATION PROCEDURES

A. Procurements of $10,000 or Less (formerly $5,000 a year or less)

1. Procurements where the total cost for the entire contract term is not expected to exceed $10,000 may use the informal purchase procedures described in PCM 3–203 and Section 6.

2. Develop a source list using the sources identified by the requiring organization, as well as current source lists appropriate for the geographic area where the vehicles will be used.

3. Select an offer due date (block 4 of Form 7475) which allows sufficient time for all interested parties to submit offers.

4. Publicize the procurement action by sending copies of the solicitation to prospective offerors included on the source list. The procurement may be synopsized in the Commerce Business Daily, if determined appropriate. Send sufficient number of copies of the solicitation to the requiring installation to permit posting for the benefit of interested carriers and others not included on the original source list. The requiring installation must maintain a list of parties who have been given copies of the solicitation for use by the contracting officer if the solicitation is amended.

B. Procurements in Excess of $10,000

1. On procurements where the total contract cost is expected to exceed $10,000, use formal advertising (PCM Section 2) unless a justification for negotiation (PCM 3–201 through 3–217) exists. (This instruction does not include a specific discussion of negotiated procurement. Use the following discussion of advertised procurement, modified by the appropriate portion of PCM Section 3, for guidance. Seek assistance from higher contracting authority and counsel as necessary.)

2. Develop a source list using the sources identified by the requiring organization and those identified on other appropriate source lists.

3. The offer due date selected must allow sufficient time for posting the solicitation in a number of locations in the geographic area to be served, to allow interested parties an opportunity to respond to the solicitation.

4. Publicize the procurement action as instructed in PCM Section 1, Part 10. Send sufficient copies of the solicitation to the requiring installation to permit posting for the benefit of carriers and others not included on the original source list. The requiring installation must maintain a list of parties who have been given copies of the solicitation for use by the contracting officer if the solicitation is amended.

C. Solicitation Forms. A solicitation package must include, Form 7475, Form 7319–B, and Form 7476. On solicitations involving larger vehicles (one ton or more), any special requirements or changes considered essential by the requirements office must be included as an addendum to the solicitation.

D. Period of Performance (formerly 4 years). The period of performance, which may be any period up to 6 years, is entered in block 8 on Form 7475. When possible, the beginning and ending dates should coincide with Postal Service accounting periods.

E. Fuel Economy Certification (a new requirement). Form 7475 includes a fuel economy certification in block 14 on page 1, which is applicable to model year 1979 vehicles or newer. The PSO must enter the combined city/highway mileage rating that applies for the calendar year in which the offers are due to be opened. The current combined city/highway mileage ratings required for contract vehicles are:

Passenger Vehicles

Calendar year:	*MPG*
1980	24.0
1981	26.0
1982	28.0
1983	30.0
1984	31.0
1985	31.5

Light Trucks

Calendar year:	*MPG*
1980	16.0
1981	18.0

The Office of Fleet Management will advise of any change in these ratings.

V. OPENING AND EVALUATION OF OFFERS

A. Opening of Offers. When informal purchase procedures are being followed, the provisions of PCM Section 6 apply, except that a Form 7376 is prepared in accordance with PCM 2–403. Formally advertised procurements follow the provisions of PCM Section 2, Part 4.

B. Evaluation of Offers

1. *Buy American Act*—The Buy American Act provisions of PCM Section 1, Part 18 apply to vehicle hire contracts. When offers are received which involve both domestic and foreign made vehicles, offers for foreign made vehicles must be adjusted, for offer evaluation purposes only, by adding a factor of 6 percent.

2. *Equal Low Offers*—Equal low offers will be resolved in accordance with PCM 2–407.6.

3. *Responsibility Determination*—The contracting officer must make a determination of responsibility of the prospective contractor in accordance with PCM 1–900.

VI. AWARD OF CONTRACT

A. Basis of Award. The contract must be awarded to that responsible offeror whose offer, conforming to the solicitation, is most advantageous to the Postal Service, price and other factors considered.

B. Progressive Awards. Progressive awards may be made, where appropriate, to satisfy all requirements. See paragraph 10 on page 2 of Form 7475.

C. Approval of Awards. Proposed contract awards not in excess of the PSO's delegated contracting authority may be approved by the PSO without further approval. Proposed awards in excess of the PSO's delegated contracting authority must be submitted to the Regional Procurement Division for review and approval before award. Proposed awards with a total cost over $200,000 will be reviewed by the Regional Procurement Division and forwarded to the Procurement and Supply Department at USPS Headquarters for approval.

D. Capacity Codes. The capacity code for the type of vehicle is entered in the accounting and fiscal data area on page 1 of Form 7475. Capacity codes are shown in Exhibit 1.

E. Contract Numbering. Vehicle hire contracts are numbered in accordance with the uniform numbering system described in PCM Section 20, Part 2.

VII. CONTRACT ADMINISTRATION

A. Distribution of Contract. The PSO retains the original copy of the contract, and copies of the signed contract are sent to:

1. The contractor.
2. The St. Louis PDC, Attn: Contractual Services Branch.
3. The requirements post office, Attn: COR.

B. Contracting Officer's Representative. A formal delegation of COR authority must be sent to the requiring installation and the contractor must be notified of this delegation.

C. Inspection of Vehicles. Upon delivery, vehicles are jointly inspected by the COR and the contractor. If the vehicles will be left in the custody of the Postal Service during nonuse periods, Form 4577 must be completed by both parties for each vehicle. Vehicles that have been left in the custody of the Postal Service during non-use periods must also be jointly inspected at time of removal. See Clause GP–2, Form 7476.

D. Payment. Form 1804–B is used by the COR to certify payment for contract vehicles. Payment is made by the St. Louis PDC at the end of each 28-day Postal Service accounting period. During the fourth week of each accounting period, the PDC forwards a prepunched Form 1804–B to the post office using the contract vehicle. Refer to Part 330, Handbook F–33, for details on completing and submitting Form 1804–B.

Type of vehicle	Approx. Cap. (Cu. Ft.)	Capacity Code	
		Commercial	Employee
¼ ton (Jeep, Scout, Bronco, etc.)	75	01	02
½ ton	135 to 190	11	12
Passenger car or station wagon	65	25	26
1 ton	300	31	32
2 ton	500	41	42
5 ton	750 and up	51	52
Tractor		61	62

Exhibit 1

E. Reassignment of Vehicles. The Postal Service may reassign vehicles within the delivery area served by the requirements post office under certain conditions. Refer to Clause GP–9 of Form 7476.

F. Price Adjustments. Payment for use in each accounting period is adjusted upward or downward to reflect changes in the cost of gasoline and/or the cost of vehicle maintenance and repairs, as reflected in the Department of Labor Monthly Consumer Price Indices for unleaded regular gasoline and vehicle maintenance repairs. For the purpose of any such price revisions, the proportion of the contract unit price attributable to the cost of gasoline is 20% and the proportion attributable to vehicle maintenance and repairs is 30%. These adjustments are made by the PDC. See Clause GP–7 of Form 7476.

G. Excess Mileage. At the end of each contract year, and at the expiration of the contract, the contractor may assert a documented claim for payment for excess mileage for such period, if the average total actual weekly mileage for Postal Service use for all vehicles provided under the contract exceeds by more than 10% the original Postal Service estimate(s) shown in block 10 on page 1 of Form 7475 (calculated for all vehicles). In such event, the Contracting Officer processes a contract modification providing for retroactive payment at the rate of twenty cents per mile for such documented excess mileage over 110% of the original Postal Service mileage estimate. See Clause GP–7 on Form 7476.

H. Over age Vehicles. Vehicles more than six years old at the beginning of the contract period will not be considered acceptable. Vehicles that become eight years old during the contract period will not be considered suitable, and must be replaced by the contractor prior to the next contract anniversary date. For purposes of calculation, a vehicle will be considered as one year old on December 31 of its model year.

I. Cancellation and Termination

1. *Cancellation*—The contract may be cancelled by the contractor or the

READEX FICHE

contracting officer upon the giving of advance written notice to the other. See Clause GP–8 of Form 7476 for cancellation conditions and notice requirements.

2. *Termination for Convenience*—The contracting officer may, by written notice, terminate the contract in whole or in part for the convenience of the Postal Service. If the Postal Service terminates the contract for convenience during the first two years of performance, and the contract is for a term of five years nine months or longer, the contractor will receive an additional lump sum payment for each vehicle terminated, in accordance with the provisions in Clause GP–33 of Form 7476.

3. *Termination for Default*—The contracting officer may, by written notice to the contractor, terminate the contract in whole or in part if the contractor fails to provide satisfactory services or equipment. See Clause GP–14 of Form 7476.

J. Contract Administration Guidelines. Refer to Regional Instructions 1070–PO–198, filing number 357, for additional instructions and guidance.

VIII. EMERGENCY VEHICLE HIRE

A. Requirement. When an emergency suddenly develops and a leased vehicle is needed, generally for six days or less, the vehicle may be procured locally without referral to the PSO, except as provided in C below. As the first source, determine if an employee is willing to furnish a vehicle to serve the route. If not, obtain from a commercial source.

B. Documentation. Use Form 4516 to record the emergency hire. Use Form 4570 to document daily use. Form 1804–B is used to authorize payment for vehicle hire. Time clock entries on Form 4570 must be identified with each day of service. The postmaster certifies on Form 1804–B that a vehicle leased for emergency service from a commercial source was obtained at the lowest possible rate. Form 4570 must plainly indicate emergency service (ES) in the space provided for contract number. See Handbook M–52 for distribution instructions on the above forms.

C. Limitations. Local leasing of vehicles for emergency service is limited to $500 for each requirement. Requirements expected to exceed $500 must be submitted to the PSO for procurement action.

IX. CONTRACTING FOR TRAILERS

A. Contract Forms. Form 7475 is designed for lease of motorized vehicles. It is not considered appropriate for use in leasing trailers. Procurements for leasing trailers not expected to exceed a total cost of $10,000 should use Form 7334. Procurements for leasing trailers expected to exceed a total cost of $10,000 should use Form 7333 and related documents.

B. Trailers for Local Motor Vehicle Service. The cost for leased trailers used in the local motor vehicle service will be charged to account 52459, the same as other vehicle hire contracts. Form 1804–B is also used to authorize payment by the St. Louis PDC. A copy of each contract awarded and any modifications thereto should be sent to the St. Louis PDC.

C. Trailers for Over-the-Road Use

1. When leased trailers are needed to supplement a specific highway contract route, the Transportation Management Office (TMO) will acquire them by modification to the highway contract. This normally would involve other than temporary requirements.

2. Additional leased trailers may be required, particularly at the bulk mail centers, for use on various highway contract routes. Often, it is not known in advance which contract highway routes will need additional trailers. The PSO may contract for trailers as described above, and for additional trailers needed during the Christmas season. All such requirements must be initiated by and/or approved by the appropriate TMO.

3. The cost for leased trailers for over-the-road use will be charged to account 53127. Form 5429 should be used to certify payment, which is processed by the St. Louis PDC.

X. CONTRACTING FOR ADMINISTRATIVE AND SERVICE VEHICLES

Form 7475, with appropriate modifications, may be used to lease administrative and service vehicles. Refer to Regional Instruction 959–PM–101, filing number 627, for further instructions and guidance.

XI. CLAIMS FOR LOSS OR DAMAGE TO CONTRACT VEHICLE

A. Responsibility. The Postal Service is responsible for loss of, or damage to, contract vehicles while in its custody only when caused by the act or negligence of any officer or employee of the Postal Service acting in the scope of his employment, provided that such officer or employee is not the contractor, an employee of the contractor, or a dependent of the contractor. The Postal Service is not responsible for ordinary wear and tear. See Clause GP–6 of Form 7476.

B. Filing of Claims. The contractor must file a claim with the contracting officer within 60 days from the date the contractor becomes aware of the damage, but no later than 60 days after the date of contract expiration or termination. Contractors shall submit damage claims on SF 95 to the contracting officer.

C. Review and Approval. The contracting officer will review the claim and, after appropriate coordination with the COR, either approve or reject it. If the claim is approved in whole or in part, the contracting officer will complete Form 4523 and forward it to the St. Louis PDC for payment. If the claim is rejected, or approved for less than the full amount claimed, the contractor must be notified in writing of the contracting officer's adverse final decision. See Clause GP–15 of Form 7476 and PCM 1–313.

Refer to Part 235 of Handbook M–52 for additional details.

XII. TORT CLAIMS

Tort claims are claims for damage to or loss of property, personal injury, or death caused by the negligent or wrongful act or omission of an employee of the Postal Service, while acting within the scope of employment, other than claims for loss or damage to the contract vehicle, which are covered under Section XIII above. Under the Federal Tort Claims Act, Tort claims may be filed against the Postal Service as the result of an accident involving either a postal-owned or contract vehicle operated by a postal employee. Where contract vehicles are involved, these claims are processed separate and apart from the contract itself. Claims for damage or loss to contract vehicles are handled by the contracting officer (see Handbook M–19). Refer to Part 250, ASM, and Handbook M–19, *Accident Investigations—Tort Claims,* for instructions and guidance.—*Procurement & Supply Dept., 1–3–80.*

Warning Notice—Unrecovered Stolen Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)

The following money orders are void and should not be cashed: (1) All card type orders. (2) New style orders 000,000,001—199,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, KIA OB1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21219 article.

200,400,512 to 0,600
200,467,313 to 7,500
201,328,601 to 9,300
201,963,699 to 3,800
201,980,250 to 0,299
202,545,957 to 6,000
207,218,569 to 8,600
208,872,242 to 2,257
209,190,001 to 5,000
210,301,801 to 2,000
210,835,285 to 5,300
210,935,633 to 5,700
212,900,201 to 0,300
213,345,001 to 5,100
213,504,865 to 5,000
216,823,954 to 4,000
217,621,979 to 2,100
217,622,401 to 2,800
218,660,066 to 0,700
219,494,026 to 4,130
219,692,001 to 2,100
224,126,989 to 7,100
226,781,246 to 1,400
226,073,655 to 3,700
227,129,004 to 9,400
227,564,701 to 4,800
229,000,595 to 0,600
229,083,686 to 3,700
229,428,120 to 8,300
230,004,990 to 5,200
230,143,701 to 4,000
231,387,001 to 7,500
234,067,232 to 7,300
235,833,783 to 3,800
237,386,845 to 7,000
238,758,669 to 8,730
239,162,130 to 2,200
239,863,796 to 3,870
239,864,826 to 4,900
240,362,301 to 2,600
241,535,801 to 6,000
242,545,470 to 5,800
242,917,801 to 8,000
243,920,027 to 0,100
244,343,084 to 3,100
244,583,557 to 3,600
245,740,589 to 0,600
245,767,347 to 7,400
247,636,179 to 6,200
247,649,190 to 9,200
247,760,081 to 0,100
250,442,960 to 3,000
252,160,301 to 0,393
252,494,635 to 4,700
253,094,279 to 4,400
253,181,800 to 1,900
253,641,268 to 1,300
254,680,851 to 0,900
259,412,918 to 2,954
261,707,201 to 7,400
261,766,701 to 6,800
262,740,206 to 0,300
263,414,901 to 5,800
264,474,080 to 4,300
266,472,561 to 2,860
268,746,401 to 6,500
270,677,679 to 7,696
272,291,501 to 1,600
274,450,824 to 0,900
274,873,716 to 4,100
275,288,303 to 8,700
278,286,361 to 6,400
278,737,201 to 7,300
278,846,365 to 6,600
282,204,343 to 4,700
282,909,819 to 9,900
284,943,445 to 3,500
285,397,992 to 8,400
286,837,601 to 7,900
288,349,047 to 9,500
288,657,574 to 7,600
291,853,923 to 3,969
295,946,650 to 6,661
296,077,001 to 7,053
296,077,201 to 7,300
297,173,660 to 3,900
297,213,342 to 3,500
297,444,801 to 5,500
297,700,501 to 0,700
298,072,101 to 2,600
299,902,655 to 2,700
303,834,778 to 4,800
305,253,101 to 3,600
306,165,495 to 5,500
306,698,463 to 8,500
306,933,345 to 3,400
307,200,601 to 1,000
307,806,061 to 6,100
310,917,957 to 8,100
310,956,020 to 6,200
311,577,901 to 8,100
311,994,658 to 4,700
314,162,132 to 2,200
315,105,301 to 5,500
315,788,118 to 8,140
317,630,301 to 0,400
321,087,737 to 7,800
321,272,306 to 2,400
321,489,229 to 9,300
322,180,820 to 1,000
323,294,360 to 4,400
323,296,838 to 6,856
323,297,695 to 7,730
323,485,231 to 5,240
323,997,101 to 7,400
326,023,246 to 3,300
328,436,401 to 6,500
331,892,798 to 3,000
332,069,432 to 9,500
336,646,801 to 7,300
336,661,265 to 1,500
336,825,701 to 7,000
336,909,925 to 0,000
336,919,428 to 9,500
337,395,212 to 5,300
338,038,706 to 8,800
338,891,701 to 2,200
339,388,638 to 8,900
339,735,184 to 5,200
340,711,001 to 3,000
341,462,701 to 2,900
343,703,708 to 3,900
343,945,919 to 5,940
344,536,201 to 6,400
344,821,230 to 1,297
344,854,601 to 4,700
345,986,501 to 6,600
346,935,001 to 5,100
347,238,201 to 8,300
348,190,501 to 0,900
359,790,481 to 0,540
359,791,901 to 1,920
359,994,676 to 4,700

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POST OFFICE CHANGES NO. 5

(Supplemental to 1980 National ZIP Code and Post Office Directory.)

Abbreviations: B=Branch. C=City Delivery. Conv.=Converted. CPO=Community Post Office. Disc.=Discontinued. Estab.=Established. F=Finance. Fac.=Facility. I=Independent Post Office. IC=Independent City. MOU=Money Order Unit. MPO=Main Post Office. MR=Mailing Restrictions (from Part 126 PSM) apply. NP=Nonpersonnel. NZCD=National ZIP Code and Post Office Directory. P=Postal facility discontinued, name retained for address purposes. Resc.=Rescinded. S=Station. x=Classified. (Contract stations and branches do not have the symbol "x" following the symbol of type of installation.)

Symbols: (1)=Officially closed on date shown. Notice is for administrative record purposes. (2)=Officially established on date shown. Notice is for administrative record purposes. (3)=All services previously terminated. Date shown is official discontinued date for administrative purposes.

State	Name of post office	County/parish	Name of station, branch, or unit	Type S/B	ZIP Code	Change action	Effective date	Explanation of change
AK	Cohoe	Southcentral		I	99570	Delete	1-25-80	PO disc. Change ZIP Code only. Continue address of Cohoe, AK.
AK	do.	do.		P	99669	Add	1-25-80	
AZ	Prescott	Yavapai	Agua Fria	CPO	86312	Delete	12-29-79	CPO name changed. Retain ZIP Code.
AZ	do.	do.	Prescott Valley	CPO	86312	Add	12-29-79	
CA	Temecula	Riverside	Rancho California	CPO	92390	Delete	12- 5-79	CPO disc. Retain ZIP Code.
FL	Fort Myers	Lee	South Pointe	S	33907	Add	10- 1-79	S estab.
FL	Fort Pierce	Saint Lucie	South Port, Saint Lucie	B	33452	Delete	11-19-79	B disc. Retain ZIP Code.
FL	West Palm Beach	Palm Beach	Westward	B	33411	Add	10- 1-79	B estab.
FL	do.	do.	Royal Palm, Beach Plaza	B	33406	Delete	3-12-79	B disc. Retain ZIP Code.
GA	Marblehill	Pickens		I	30148	Delete	12- 1-79	PO name changed to correct NZCD.
GA	Marble Hill	do.		I	30148	Add	12- 1-79	
IN	Lafayette	Tippecanoe	Downtown	Sx	47902	Add	11-19-79	Sx estab.
ME	Derby	Piscataguis		I	04425	Delete	1-25-80	PO disc. Change ZIP Code only. Continue address of Derby, ME.
ME	do.	do.		P	04463	Add	1-25-80	
NY	Rochester	Monroe	River Campus	Sx	14627	Delete	12-13-79	Sx name changed to correct NZCD.
NY	do.	do.	River	Sx	14627	Add	12-13-79	
NY	Dansville	Livingston	Scottsburg (Mail to Groveland)	CPO I	14545 14462	Delete	12-31-79 1- 1-80	CPO and ZIP Code disc.
PA	Davistown	Greene		I	15326	Delete	2-22-80	PO disc. Change ZIP Code only. Continue address of Davistown, PA.
PA	do.	do.		P	15349	Add	2-23-80	

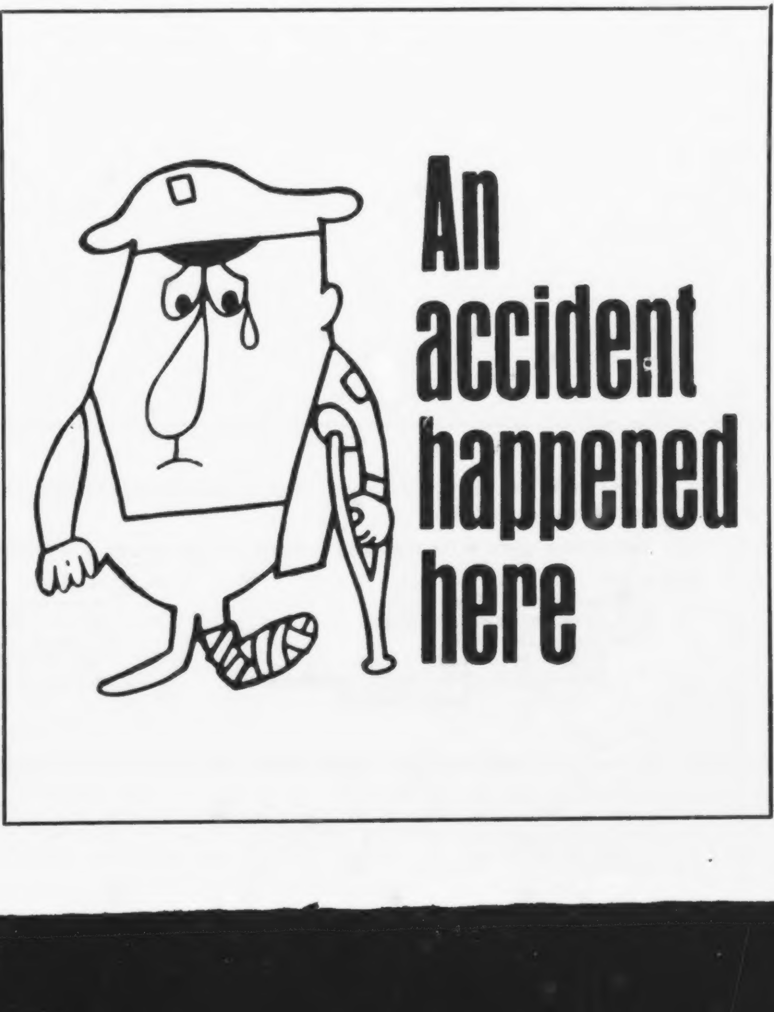
—Delivery Services Dept., 1–3–80.

Domestic Orders

False Representation. Enforced by postmasters at cities listed:

State/City	*Name(s) Covered*
NY, Scotia 12302	Karfax and Karfax Industries Rt. 2, Box 60 Swaggertown Road
CA, Anaheim 92803	Capital Enterprises Post Office Box 3387
	Capital Enterprises Post Office Box 4464
CA, Anaheim 92804	Capital Enterprises Post Office Box 2748
CA, Anaheim 92802	Executive Enterprises Post Office Box 8156
CA, Anaheim 92805	Staarfire Enterprises Post Office Box 866
CA, Anaheim 92805	Security Enterprises Post Office Box 108
CA, San Diego 92138	Vision, Vision Magazine Post Office Box 85057
CA, San Diego 92108	Vision, Vision Magazine 2333 Camino Del Rio South, Suite 360
IN, Salem 47167	Hair-Gro 408 North High Street

—Judicial Officer, 1–3–80.



UNITED STATES POSTAL SERVICE
WASHINGTON, D.C. 20260
OFFICIAL BUSINESS

PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE, $300

FIRST CLASS

The POSTAL BULLETIN is published every Thursday by the Directives and Forms Division of the U.S. Postal Service, Washington, DC 20260.

Information given in the BULLETIN is effective for six months unless otherwise specified.

Public sale:
  Superintendent of Documents
  U.S. Government Printing Office
  Washington, DC 20402
    Single copy: 70 cents
    Subscription: $35, $8.75 additional for foreign mailing

Postal facilities:
  For one time orders, send Form 7380 to the Eastern Area Supply Center.
  To change quantity received, send Form 1286 to the Directives and Forms Division, giving justification.

21227

postal bulletin

PB 21227—January 10, 1980—24 Pages

Postage Meter Ink

This notice changes procedures in paragraph 4 of the above titled article in Postal Bulletin 21206, 8–30–79. The change is required to reduce the incidences in which postage meter test cards are rejected by facer-canceller machines, even though the test cards contain fluorescent ink. The change is in bold print:

All post offices setting postage meters must implement the following procedures to assist in determining whether the ink used in customer meters is fluorescent or not.

1. Clerks who set postage meters are to use a 3″ x 5″ index (test) card to obtain an ink sampling from each meter serviced. Take an ink "smear" from the underside of the meter head using the upper right hand corner of the card. On the same side as the ink smear enter the name of your facility. On the opposite side enter firm name and mailing address, meter number and date.

2. On-Site Meter Setting clerks are to run a "OO" imprint or take an ink "smear" from the underside of the meter head using the upper right corner of a 3″ x 5″ card. Enter the same information as requested in "1" above.

3. At the close of each business day those post offices that set an average of 10 meters per day over a 5-day period (Monday thru Friday) are to batch all cards and forward to the area mail processing center attention:

Director, Mail Processing
Meter Test Cards

At the close of business on Friday, all other post offices that set meters are to batch all cards accumulated during the week and forward to the area mail processing center as above.

4. Area mail processing offices will check test cards to determine meter ink acceptability by **using a black-light (ultraviolet) lamp. When exposed to the blacklight, fluorescent ink will glow; non-fluorescent ink will not. Test cards that do not glow will be given to the Director, Customer Services at the area mail processing centers; cards that glow when tested under the blacklight will be destroyed.**

5. Customer Services managers are to send letters to customers whose cards are rejected by the machines to encourage them to take corrective action. The letter should not contain reference to the applicable section of the Postal Service Manual. Instead, it should emphasize that using fluorescent ink assures timely handling of mail while use of non-fluorescent ink could delay the mail. See sample letter shown with this article.

Forward copies of letters to the local postage meter representative or service manager so they can also contact the customer to encourage the use of fluorescent ink.

SAMPLE LETTER

Dear Postal Customer:

When your meter #_______ was set on ____________________, we obtained an ink sample from it. This sample was forwarded to our mail processing center for testing. This testing determines whether the ink sample from your meter contains the necessary fluorescent characteristics so it can be properly recognized and handled by mail processing machines. Results of the test indicate that problems exist with the ink. Please contact your local meter representative to correct this situation which will help assure that your mail is handled in a timely manner.

Thank you.

Customer Services Director

—Delivery Services Dept., 1–10–80.

My thanks and congratulations to every one of you who contributed to our successful holiday season. Once again we have demonstrated to America that it has the best postal system in the world!

I hope you had a joyful Christmas, and I wish you and your loved ones a healthy and happy New Year.

WFBolger

William F. Bolger
Postmaster General

Registered Mailings From the Bureau of the Mint

An exception to the descriptive listing of registered mail has been granted to the Bureau of the Mint in San Francisco, CA.

It will not be considered a discrepancy when dispatch bills are received with registers bulk-billed providing the inclusive number of the registers in the dispatch appear at the bottom of the dispatch bill.

The second copy of the dispatch bill received in a dispatch from the Bureau of the Mint, San Francisco, will not be returned to the dispatching office unless there is a discrepancy. If there is a discrepancy, it shall be fully explained on the second copy and returned to dispatching office.—*Rates & Classification Dept., 1–10–80.*

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f 1.3.

All Personnel Processing Mail for Dispatch Abroad

Change in Foreign Order Procedures

Changes to the Postal Service's *Rules of Practice in Proceedings Relative to False Representation and Lottery Orders*, 39 CFR 952, which became effective on December 29, 1979, require that false representation and lottery orders against foreign enterprises be issued initially as tentative orders. Each tentative order will become final 45 days after its date of issuance unless the foreign enterprise, which will have been given notice thereof, presents good cause for dismissing the complaint upon which the order was issued or for granting a hearing on the matter. At the completion of such administrative review as the Judicial Officer deems appropriate, the order will be revoked, modified, or allowed to become final.

Until it is determined that the order will become final, and thereafter if it does become final, the foreign enterprise—called the respondent in the administrative proceedings—will be entitled to examine all mail addressed to it and receive any which (1) is not connected with the activities complained of, or (2) requests a refund or represents a return of merchandise connected with such activities. To implement this provision, you will be advised by POSTAL BULLETIN notices to send mail addressed to the various respondents to a designated postmaster—either the Postmaster of New York City or the Postmaster of Oakland, California. You will no longer endorse such mail, but will send it to one of the aforementioned postmasters in an envelope or pouch which you have endorsed "Foreign Order Mail."

The New York City and Oakland postmasters will receive copies of the orders themselves which will explicitly direct them with respect to retaining the mail, providing for its examination in the presence of the postmaster or his delegate, suspending payment and giving refunds of postal money orders drawn to the order of respondents and, when tentative orders become final, endorsing that retained mail which the respondent is not permitted to receive and returning it to senders.

Any inquiries which you receive concerning a particular tentative order or mail addressed to the respondent against which such order has been issued should be forwarded, as appropriate, to the New York City postmaster or the Oakland postmaster. You will be advised by POSTAL BULLETIN notice when a tentative order has become final or been revoked and of the consequences of each such event. If you have any questions concerning the operation of these new procedures, please contact the Consumer Protection Division, Law Department (telephone: FTS 245–4385).—*Judicial Officer. 1–10–80.*

Pallet Processing

The delayed return and/or improper use of USPS pallets is causing a shortage of this equipment nationwide. All postal facilities generating empty USPS pallets as well as four-way non-USPS pallets must return them on a continual basis to the appropriate empty pallet distribution center, as designated by the Regional Logistics Division.

Use existing surface transportation for returns, following current instructions. On hand pallet inventory must be reported along with other items in the mail equipment inventory report.—*Mail Processing Dept., 1–10–80.*

Mailbag Processing

Mailers are receiving improperly packaged and labeled mailbags. What appear to be bundles of one type, when opened, reveal mixed and defective bags. This takes equipment out of service, adds expense for transportation of additional bags and return of unused bags, and creates additional work to reprocess these bags. Improper processing of mailbags creates difficulties for clerks and mailhandlers who have to handle mail outside of bags, in the wrong type of bag, or in overloaded bags.

Please post the poster on page 3 in all critical areas.—*Mail Processing Dept., 1–10–80.*

Postage Meter Ad Plates

Effective immediately, return addresses may be printed by postage meter ad plates.

The Postal Service has not previously authorized the use of ad plates to print return addresses because postage meters do not normally have the capability of printing return addresses in the upper left-hand corner of a card or envelope. Standard placement of return addresses was encouraged to facilitate postal handling. However, experience with a few postage meters authorized years ago to print a return address in the ad plate area, indicates that this use of ad plates will not cause significant problems.

The first sentence of section 144.491 of the DOMESTIC MAIL MANUAL is revised as follows: "Advertising matter, slogans, return addresses and the postal markings specified in 144.492 may be printed with the meter stamps within space limitations."—*Rates and Classification Dept., 1–10–80.*

A MOTORIST SHOULD ALWAYS DRIVE SO THAT HIS LICENSE WILL EXPIRE BEFORE HE DOES!

BIG BULK BUSINESSES BUGGED BY BADLY BUNDLED BAGS*

PACK SAME COLOR AND SIZE BAGS

IN SAME TYPE CONTAINER BAG

– USE GRAY LABELS

* SEE ARTICLE IN POSTAL BULLETIN

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MANAGEMENT INSTRUCTION UPDATE

Management Instructions (MIs) are instructions for specific groups of field managers. They contain material too transitory, too limited, or otherwise unsuitable for manuals, handbooks, or the Postal Bulletin.

Listed below are MIs currently in effect, the distribution for each, and the date. MI identification numbers have three components which indicate:

a. the subject matter to which the MI relates,
b. the subchapter of the manual to which the MI relates, and
c. a chronological and sequence number for each subject by year.

Beginning with the first MI issued in 1980, the numbering system will be chronological within the subject reference. Examples:

AS–510–80–1 would mean that the MI is related to subchapter 510 of the Administrative Support Manual (ASM) and is the first "AS" MI issued in 1980.

AS 320–80–2 would mean that the MI is related to subchapter 320 of the ASM and is the second "AS" MI issued in 1980.

Only those installations listed under distribution for a specific MI may order additional copies of that MI.

Current MIs

Number	*Title*	*Distribution*	*Date*
AS 310–78–3	Regional Directives	Standard, MSC, BMC, VMF, PSO	9– 7–78
AS 340–78–1 (issued as GA 340)	Management Instructions	Standard, MSC, BMC, VMF, PSO	5–19–78
AS 380–79–42	Organization Correspondence Codes.	Standard, PSO, FREBO	10–19–79
AS 510–79–19	National Facility Program, USPS and GSA.	Standard	6–15–79
AS 510–79–27	Tracking of the Energy Investment Program on the Facilities Management System.	PRMG, Reg. Fin. Dir., Reg. Gen. Mgr. MMD, Reg. Energy Coordinators, recipients of RE&B Bulletin.	7–30–79
AS 510–79–47	Facility Minor Repair and Alteration.	Standard	11–20–79
AS 510–79–50	Acquisition, Allocation and Administration of Employee Parking.	Standard, MSC	12– 7–79
AS 540–79–37	Heating Fuel Storage Tanks	Standard	10– 2–79
AS 710–79–16	Approval of Sole Source Contracts.	Standard, PSO, FREBO	6– 1–79
AS 710–79–20	Unauthorized Contractual Commitments.	Standard, PSO, FREBO	6–15–79
AS 710–79–31	Contracting for Cleaning	Standard, PSO, CAG A–K	9–20–79
DM 940–79–49	Change of Address to Election Board or Registration Board.	Standard	12–10–79
EL 350–78–5	Advisory Panels—Initial Level Supervisory Positions.	Standard, CAG A–J, BMC, VMF, PSO, AMO, FREBO, MCO, ELRIC, PEDC, PSC.	9–18–78
EL 350–79–13 (add to 78–5)	do	do	6– 1–79
EL 350–79–1	Recruitment, Selection, Development and Compensation of Master Instructors.	Standard, MOC, AMO, FREBO, MCO, PSO.	2– 8–79
EL 350–79–5	Postal Career Executive Service	Standard, MOC, AMO, FREBO, MCO, PSO, MSC, BMC, PO with city delivery.	3–31–79
EL 350–79–14	Postmaster Identification Credential.	Standard, MSC, BMC	5–29–79
EL 350–79–36	Orientation for Newly Assigned Managers.	Standard, MSC, BMC, Chicago, Los Angeles, Washington DC post offices, Kennedy and O'Hare AMF.	9–24–79
EL 350–79–40	PCES Performance Evaluation	Standard, MSC, BMC	10– 5–79
EL 350–79–43	Headquarters/Field Interchange	Standard, MOC, AMO, MCO, FREBO, PSO, MSC, BMC, PO with city delivery.	10–23–79
EL 410–79–3	Higher Level Pay	Standard	3–24–79
EL 410–79–28	Merit Performance Evaluation, FY 80.	Standard, MSC, BMC, VMF, PSO, CAG A–J.	8–31–79

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EL 410–79–44	Salary Changes—Nonbargaining	Standard, MSC, BMC	11– 7–79
EL 430–79–10	Overtime, Premium Pay, and Leave Provisions for Certain FLSA-Exempt Employees.	Standard	5– 5–79
EL 430–79–33	Inequity Adjustments for Certain Postmasters & Supervisors EAS 17–20.	Standard, MSC, BMC	9–18–79
EL 670–78–6	MSC Affirmative Action Week	Standard, MSC, PEDC, Los Angeles, Chicago, & Washington DC PO.	10–13–78
EL 670–78–9	Regional EEP Program Evaluation Requirements.	Standard, MSC, BMC, CAG A–L.	11–15–78
EL 670–79–12	Collection and Retrieval of Minority Designation Code Data.	Standard, MSC, BMC, AMF	5–29–79
EL 720–79–4	Professional and Specialist Trainee.	Standard	3–30–79
EL 720–79–7	PEDC Audit System	Standard, MSC	4–12–79
EL 730–79–9	Maintenance Career Progression (MCPP).	Standard, pilot offices	4–19–79
EL 730–79–11	Management Associate Program	Standard, MSC, BMC, PEDC	5–21–79
EL 730–79–21	Standard Training Program for New Window Clerks.	Standard, MSC, PEDC, CAG A–K.	7– 1–79
EL 730–79–22	Management Trainee Program	Standard, MSC, BMC, PEDC	6–25–79
EL 730–79–35	Standard Mail Classification Training Program.	Standard, MSC, MCC, PEDC	9–21–79
FM 520–78–7	Procedure for Closing Facility/ Fixed Mechanization Projects.	Standard, MSC, FREBO, PSO, BMC.	10–31–79
FM 920–79–8	National Workhour Reporting System for MOD 1 Offices.	Standard, MSC, PSDS	4–21–79
FM 920–79–45	NWRS for Timecard Offices	Standard, MSC, BMC	11–15–79
FM 920–79–46	NWRS for MOD 1 Offices	Standard, MSC, PSDS, NY, and Chicago BMC.	11–23–79
PO 110–79–26	Post Office Postage Meters	Standard, MSC for delivery to CAG A–H.	7–20–79
PO 150–79–48	SSPC Management Improvement Program.	Standard, MSC, SSPC, TTC, Mgmt. Academy, PEDC.	11–29–79
PO 210–79–29	Application of FLSA to Certain Contract Unit Contracts.	Standard, MSC, PSO, select contract offices.	9–17–79
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PO 740–79–25	GSA Gasoline Credit Cards	Standard, MSC, BMC, VMF, PSO.	7–20–79
PO 750–79–15	Sale of Postal Vehicles	Standard, MSC, PSO, VMF	5–30–79

Distribution

Abbreviations used above:

AMO: Area Maintenance Offices
FREBO: Field Real Estate and Buildings Offices
MCC: Mail Classification Centers
MCO: Maintenance Capable Offices
MMD: Maintenance Management Divisions
MOC: Mechanization Overhaul Centers
PEDC: Postal Employee Development Centers
PSC: Postal Service Centers
PSDS: Postal Source Data System Offices
PSO: Procurement Services Offices
TTC: Technical Training Center
VMF: Vehicle Maintenance Facilities

Standard distribution is made to:

Select Headquarters Offices
Regional Headquarters
Regional Inspectors
Inspectors-in-Charge
District Managers
Postal Data Centers
ADP Centers
Supply Centers
Mail Equipment Shops
Area Overhaul Centers
Transportation Management Offices
Mailbag Depositories & Repair Centers
PST & DI Field Centers
National Test Administration Center

Obsolete

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AS 510-79-32	Acquisition, Allocation and Administration of Employee Parking	AS 510-79-50
AS 710-79-17	Unauthorized Contractual Commitments	AS 710-79-20
EL 350-78-4	Headquarters/Field Interchange	EL 350-79-43
EL 410-78-2	Merit Performance Evaluation, FY 79	EL 410-79-28
EL 412-78-10	Salary Changes for Certain Nonbargaining Unit Employees	EL-410-79-2
EL 410-79-2	do	EL 410-79-18
EL 410-79-18	do	EL 410-79-34
EL 410-79-34	do	EL 410-79-44
EL 670-79-23	Minority Group Census Revalidation	Outdated 11-1-79
EL 730-78-8	Standard Training Program for New Window Clerks	EL 730-79-21
EL 730-79-6	Management Trainee Program	EL 730-79-22
FM 920-79-38	NWRS for MOD 1 Offices	FM 920-79-46
FM 920-79-39	NWRS for Timecard Offices	FM 920-79-45

—Office of Management Services, 1-10-80.

POST OFFICE CHANGES NO. 6

(Supplemental to 1980 National ZIP Code and Post Office Directory.)

Abbreviations: B=Branch. C=City Delivery. Conv.=Converted. CPO=Community Post Office. Disc.=Discontinued. Estab.=Established. F=Finance. Fac.=Facility. I=Independent Post Office. IC=Independent City. MOU=Money Order Unit. MPO=Main Post Office. MR=Mailing Restrictions (from Part 126 PSM) apply. NP=Nonpersonnel. NZCD=National ZIP Code and Post Office Directory. P=Postal facility discontinued, name retained for address purposes. Resc.=Rescinded. S=Station. x=Classified. (Contract stations and branches do not have the symbol "x" following the symbol of type of installation.)

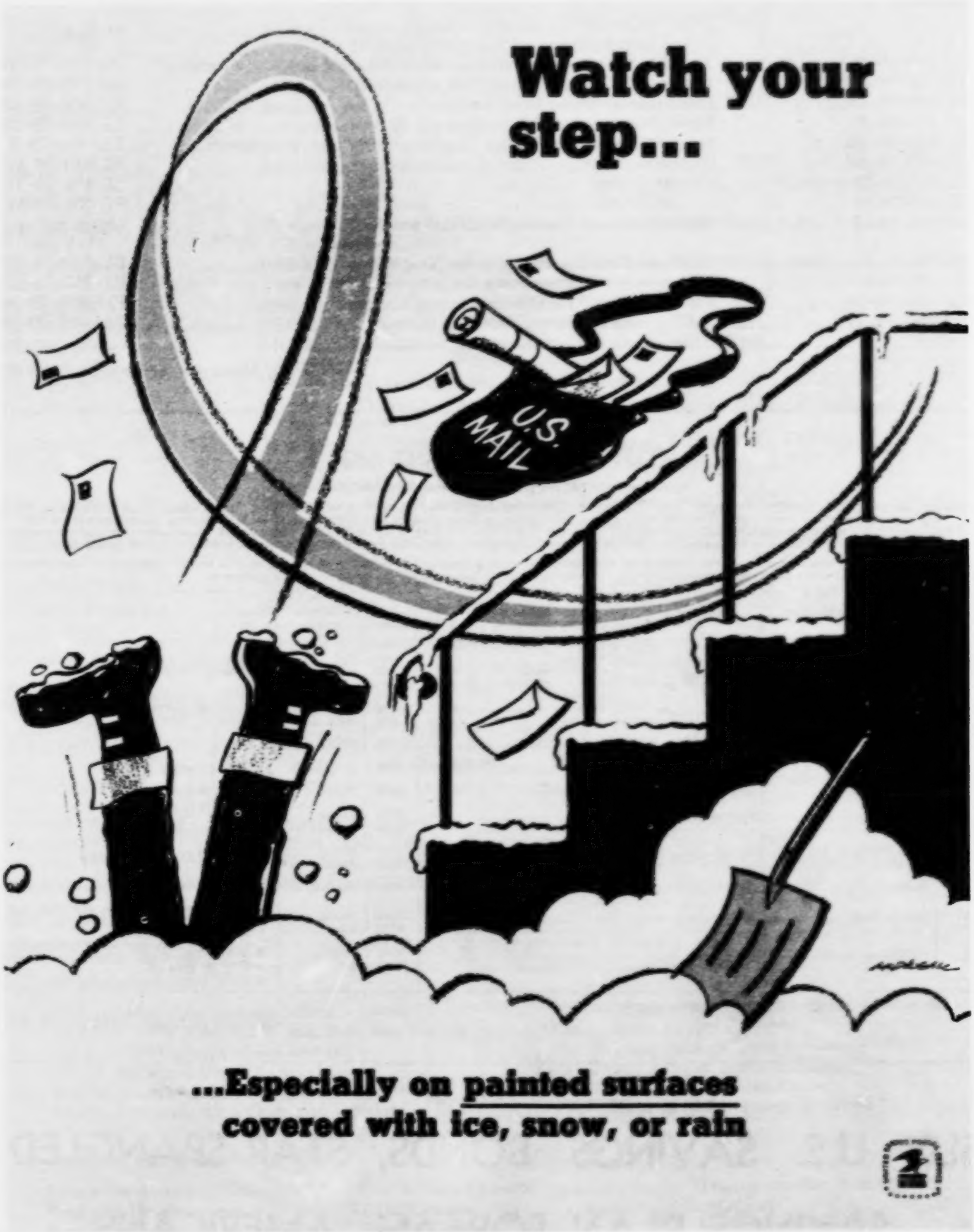
Symbols: (1)=Officially closed on date shown. Notice is for administrative record purposes. (2)=Officially established on date shown. Notice is for administrative record purposes. (3)=All services previously terminated. Date shown is official discontinued date for administrative purposes.

State	Name of post office	County/parish	Name of station, branch, or unit	Type S/B	ZIP Code	Change action	Effective date	Explanation of change
CA	Cypress	Orange	Ballroad	Sx	90630	Delete	1-21-80	Sx name changed. Retain ZIP Code. (1)
CA	do	do	Cypress South	Sx	90630	Add	1-21-80	
IA	Bedford	Taylor	Conway	CPO	50834	Delete	12-1-79	CPO and ZIP Code disc. (1)
IA	Davenport	Scott	Central [1]	Sx	52805	Delete	11-26-79	Sx ZIP Code changed to area ZIP Code.
IA	do	do	do	Sx	52801	Add	11-26-79	
MD	Cabin John	Montgomery		I	20731	Add	1-12-80	C estab.
MI	Novi	Oakland		I	48050	Add	12-26-79	C estab.
MO	New Madrid	New Madrid	Howardville	S	63869	Delete	6-30-79	S disc. Retain ZIP Code. (1)
NE	Agnew	Lancaster		I	68302	Delete	2-9-80	PO disc. Change ZIP Code only. Continue address of Agnew, NE. (1)
NE	do	do		P	68428	Add	2-10-80	
NY	West Point	Orange	USCC	S	10996	Delete	11-28-79	S ZIP Code changed.
NY	do	do	do	S	10997	Add	11-28-79	
PA	Austin	Potter	Keating Summit	CPO	16737	Delete	12-31-79	CPO and ZIP Code disc. (1)
WV	Willow Bend	Monroe		I	24992	Delete	2-22-80	PO disc. Change ZIP Code only. Continue address of Willow Bend, WV. (1)
WV	do	do		P	24963	Add	2-23-80	
WV	Shively	Logan		I	25561	Delete	2-22-80	PO disc. Change ZIP Code only. Continue address of Shively, WV. (1)
WV	do	do		P	25508	Add	2-23-80	

[1] ZIP Code 52805 is assigned to PO Boxes only at Central Station.

—Delivery Services Dept., 1-10-80.

BUY U.S. SAVINGS BONDS, STAR-SPANGLED SAVINGS PLAN FOR ALL AMERICANS


Watch your step...
U.S. MAIL
...Especially on painted surfaces covered with ice, snow, or rain

POSTAL BULLETIN INDEX

This is a complete index for POSTAL BULLETIN 21212 through 21225, covering October 1 through December 31, 1979. The index is printed quarterly.

Some articles are cited under more than one heading, and cross references are listed when needed. Lists of stolen money orders, U.S. or Canadian, are not indexed.

When appropriate, the right column indicates the permanent directive in which the information in the POSTAL BULLETIN article will appear.

Extra copies of this BULLETIN may be ordered on Form 7380, *Supply Center Requisition,* from the Eastern Area Supply Center.

October–December 1979

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80–4	21225	12–27–79	6	
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SSPC Cost Report	21214	10–18–79	4	
SAVINGS BONDS				
Series EE Bonds	21223	12–13–79	3	
SECOND CLASS MAIL				
Controlled Circulation Publication Mailing	21218	11– 8–79	5	
Enclosures in Controlled Circulation Publication	21217	11– 1–79	6	DMM 523.2
SPECIAL SERVICES				
COD Form 3849–D	21224	12–20–79	1	
STAMPS/STAMPED PAPER (See also *Philately*)				
Automatic Stamp Distribution	21212	10– 4–79	5	
Ordering Precanceled Stamps	21218	11– 8–79	6	
Required Schedule for Bulk Postage Stamps and Postal Cards	21217	11– 1–79	2	
Stamps by Mail Forms	21221	11–29–79	1	
TRAINING				
Orientation and Craft Skill Training	21216	10–25–79	6	P–23
TRAVEL				
Management Associates—Reduced Per Diem	21217	11– 1–79	13	M–9
Travel—Odometer Readings	21222	12– 6–79	7	
UNDELIVERABLE MAIL (See also *Addresses/Address Correction*)				
Use for Research and Development	21214	10–18–79	2	DMM 159.558

Article title	PB number	Date	Page	Directive reference
UNIFORM PROGRAM				
Licensed Vendor Listing	21213	10–11–79	8	
	21216	10–25–79	19	
	21219	11–15–79	9	
	21223	12–13–79	2	
VEHICLES				
Christmas Vehicle Hire Contracts	21220	11–22–79	1	
Rural Delivery Vehicle Statistics	21222	12– 6–79	8	
WANTED CIRCULARS				
Wanted Circular Canceled	21216	10–25–79	2	
ZIP CODE				
Publication 65 Disposal	21225	12–27–79	2	

—*Office of Management Services, 1–10–80.*

VACANT REGULAR RURAL ROUTES LISTING NO. 80-5

The vacant rural routes listed below will be posted for bid in accordance with the USPS-NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this POSTAL BULLETIN. Those rural carriers having special bidding rights as defined in the USPS-NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
CENTRAL REGION					
Illinois	Oregon	61061	02	43:18 (43H)	60.80
	Carrolton	62016	01	42:05 (42S)	92.25
	Springfield	62703	05	47:47 (44J)	39.25
	Vienna	62995	02	43:16 (43H)	93.51
Indiana	LaPorte	46350	02	41:54 (42H)	64.20
	do	46350	04	44:51 (45H)	57.50
	do	46350	06	41:09 (41H)	47.00
	do	46350	07	44:05 (44H)	38.60
	do	46350	08	39:51 (40H)	38.00
	do	46350	09	41:46 (42H)	35.20
	do	46350	10	43:52 (44H)	24.10
	Batesville	47006	04	35:18 (35H)	25.80
	Elizabeth	47117	03	33:46 (34S)	63.50
	Linton	47441	01	45:34 (42J)	66.05
Iowa	Bussey	50044	01	47:14 (43J)	103.05
	Osceola	50213	04	46:00 (46H)	125.10
Kansas	DeSoto	66018	02	36:00 (36S)	51.25
	Coffeyville	67337	03	36:12 (36S)	107.00
	Colby	67701	03	44:44 (41J)	138.80
Kentucky	Louisville	40231	05	46:18 (42J)	12.00
	Edmonton	42129	04	45:03 (46H)	85.90
Minnesota	Climax	56523	01	40:20 (40H)	117.00
Missouri	Belton	64012	04	45:52 (42J)	30.70
	Excelsior Spgs	64024	02	55:42 (46K)	60.30
	Kansas City	64108	26	48:29 (44J)	30.75
	Bucklin	64631	02	42:40 (43S)	111.60
Nebraska	Adams	68301	02	41:34 (42S)	120.00
	Beatrice	68310	03	44:45 (45H)	88.22
	Osmond	68765	02	39:23 (39S)	108.10
Ohio	Marysville	43040	06	37:42 (38H)	43.20
	Lancaster	43130	09	41:34 (42H)	36.35
	do	43130	10	41:55 (42H)	30.80
	do	43130	11	43:56 (44H)	34.30
	Marion	43302	10	41:13 (41H)	34.55
	do	43302	11	39:18 (39H)	30.25
	Hamler	43524	01	35:25 (35S)	65.80
	Hamilton	45012	04	50:35 (46J)	50.90
	New Carlisle	45344	03	44:51 (41J)	33.77
	Springfield	45501	07	44:21 (44H)	29.01
	Findlay	45840	06	46:51 (43J)	95.00
Illinois	Minooka	60447	02	51:40 (43K)	80.35
	Bushnell	61422	01	43:20 (43H)	89.85
	Morton	61550	03	46:42 (42H)	21.45
	Princeville	61559	02	42:36 (43H)	96.85
	Quincy	62301	08	39:26 (39H)	17.90
	Chandlerville	62627	01	34:36 (35S)	87.00
	Patoka	62875	01	40:47 (41S)	78.94
	do	62875	02	35:21 (35S)	80.09
	Metropolis	62960	04	39:45 (40S)	59.16
Indiana	Lexington	47138	01	56:29 (47K)	88.00
Iowa	Humeston	50123	02	36:15 (36S)	72.60
	Newton	50208	05	47:17 (43J)	102.91
	Nashua	50658	01	46:42 (43J)	92.67
	Tingley	50863	01	43:48 (44H)	115.55
	North English	52316	01	37:05 (37S)	96.30
	do	52316	02	36:25 (37S)	71.80
	South English	52335	02	35:06 (35S)	94.55
	Burlington	52601	02	47:53 (40K)	66.00
Kentucky	Bedford	40006	01	35:00 (35S)	82.65
	Rineyville	40162	01	44:26 (44H)	79.60
	Flemingsburg	41041	08	42:07 (42H)	62.30
	Marion	42064	01	38:21 (38S)	88.35
	Murray	42071	03	50:02 (42K)	71.20
	Sedalia	42079	01	33:47 (34S)	68.70
Michigan	Kalamazoo	49001	04	46:36 (43J)	61.95
Minnesota	Eden Valley	55329	01	41:32 (42S)	95.00
	Gaylord	55334	01	46:26 (43J)	98.00
	St. Michael	55376	02	36:42 (37H)	42.00
Missouri	Festus	63028	07	40:40 (41H)	30.15
	Troy	63379	03	42:15 (42H)	68.25
	Springfield	65801	04	48:34 (45J)	50.65
Nebraska	Omaha	68108	11	55:31 (46K)	21.80
	do	68108	70	46:44 (43J)	12.25
	Lincoln	68501	04	55:43 (46K)	106.14
	Cambridge	69022	02	37:56 (38S)	97.66
	Alliance	69301	03	45:56 (46H)	21.55
North Dakota	Dickinson	58601	02	50:11 (42K)	116.85
	Oakes	58474	01	50:20 (42K)	100.50
	Woodworth	58496	01	44:04 (40J)	120.95
	Minot	58701	02	47:16 (43J)	74.95
Ohio	Marysville	43040	02	42:35 (43H)	49.00
	Millersburg	44654	03	41:15 (41S)	67.87
	Galion	44833	04	43:22 (40H)	37.90
	Hilisboro	45133	08	44:16 (44H)	81.50
	Mt. Orab	45154	02	42:24 (42H)	60.16
South Dakota	Clear Lake	57226	02	49:26 (41K)	12.95
	Rosholt	57260	01	31:27 (31S)	91.7
	Vermillion	57069	03	42:57 (43H)	86.15
Wisconsin	Black Earth	53515	01	48:53 (45J)	86.15
	Fond du Lac	54935	03	52:28 (44K)	37.60
	do	54935	05	45:59 (46H)	75.95
	Fredonia	53021	01	55:23 (46K)	75.00
	Delavan	53115	05	37:19 (37S)	25.45
	Mukwonago	53149	04	42:30 (43H)	43.45
	Monroe	53566	03	41:26 (42H)	61.80
	Hudson	54016	05	35:34 (36H)	24.35
	Sturgeon Bay	54235	07	45:05 (45H)	36.30
	Cadott	54727	03	49:28 (45J)	92.60
	Webster	54893	01	52:25 (44K)	101.05
EASTERN REGION					
Maryland	Bowie	20715	02	44:04 (44H)	48.00
	Ellicott City	21043	02	43:05 (43H)	39.10
	Cambridge	21613	04	43:10 (43H)	69.70
	Princess Anne	21853	03	30:22 (30S)	54.30
New York	Ithaca	14850	05	43:28 (43H)	42.65
Pennsylvania	Burgettstown	15021	02	46:18 (46H)	54.40
	Apollo	15613	03	50:18 (46J)	51.90
	Hunker	15639	01	44:11 (41J)	41.00
	Indiana	15701	03	47:31 (40K)	44.90
	Sigel	15860	01	44:50 (45H)	83.00
	Conneautville	16406	03	45:46 (46H)	62.10
	McAlisterville	17049	01	43:02 (43H)	61.00
	Shippensburg	17257	07	41:18 (41H)	50.20
	Elysburg	17824	02	35:29 (35S)	24.00
Virginia	Fredericksburg	22401	06	47:45 (44J)	76.85
	Harrisonburg	22801	06	46:37 (43J)	31.86
	Orange	22960	02	42:18 (42H)	65.25
	Ruckersville	22968	01	47:19 (43J)	59.90
	LaCrosse	23950	01	40:57 (41S)	78.30
	Fries	24330	02	33:10 (33S)	49.80
West Virginia	Genoa	25517	01	32:10 (32S)	63.70
	Morgantown	26505	06	50:33 (46J)	47.90
	do	26505	10	47:20 (43J)	65.40
New Jersey	Cedarville	08311	01	27:10 (27S)	32.80
Pennsylvania	Blairsville	15717	01	50:45 (42K)	53.60
	Strattanville	16258	01	47:49 (42H)	60.10
	Lewistown	17044	05	46:34 (43J)	41.25
	Selinsgrove	17870	04	36:12 (36S)	24.30
	Dalton	18414	01	45:12 (45H)	58.55
Virginia	Linden	22642	01	26:35 (27S)	30.40
	Williamsburg	23185	01	50:01 (46J)	47.80
	Crewe	23930	01	55:25 (46K)	87.90

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VACANT REGULAR RURAL ROUTES TO BE POSTED—Continued

State	Name of Post Office	ZIP Code	Route No.	* Route classification and evaluation	Route length
NORTHEAST REGION					
Connecticut	Vernon	06066	06	42:08 (42H)	22.80
	Tolland	06084	05	47:00 (43J)	33.90
Maine	Boothbay	04537	01	30:25 (30S)	34.80
	Madawaska	04756	01	32:59 (33S)	47.54
	Newcastle	04553	01	43:31 (44H)	59.71
	Calais	04619	01	33:26 (34S)	53.90
New York	Peekskill	10566	01	51:38 (43K)	34.69
	Pound Ridge	10576	04	36:15 (36H)	22.10
	Highland Mills	10930	02	37:19 (37H)	18.20
	Monroe	10950	05	37:07 (37H)	29.70
	Stony Point	10980	02	35:46 (36H)	24.90
	Oyster Bay	11771	02	30:17 (30S)	17.70
	Cohoes	12047	01	44:30 (45H)	28.45
	Maryland	12116	01	54:23 (45K)	64.15
	Westerlo	12193	01	49:44 (46J)	84.70
Vermont	Whiting	05778	01	22:21 (22S)	41.50

*The "Route Classification and Evaluation" published in this POSTAL BULLETIN may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

—*Labor Relations Dept., 1–10–80.*

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Warning Notice—Unrecovered Stolen Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)
The following money orders are void and should not be cashed: (1) All card type orders. (2) New style orders 000,000,001—199,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, KIA OB1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21226 article.

200,400,512 to 0,600
200,467,313 to 7,500
201,328,601 to 9,300
201,963,699 to 3,800
201,980,250 to 0,299
202,545,957 to 6,000
207,218,569 to 8,600
208,872,242 to 2,257
209,190,001 to 5,000
210,301,801 to 2,000
210,835,285 to 5,300
210,935,633 to 5,700
212,900,201 to 0,300
213,345,001 to 5,100
213,504,865 to 5,000
216,823,954 to 4,000
217,621,979 to 2,100
217,622,401 to 2,800
218,660,066 to 0,700
219,494,026 to 4,130
219,692,001 to 2,100
224,126,989 to 7,100
226,781,246 to 1,400
226,073,655 to 3,700
227,129,004 to 9,400
227,564,701 to 4,800
229,000,595 to 0,600
229,083,686 to 3,700
229,428,120 to 8,300
230,004,990 to 5,200
230,143,701 to 4,000
231,387,001 to 7,500
234,067,232 to 7,300
235,833,783 to 3,800
237,386,845 to 7,000
238,758.669 to 8,730
239,162,130 to 2,200
239,863,796 to 3,870
239,864,826 to 4,900
240,362,301 to 2,600
241,535,801 to 6,000
242,545,470 to 5,800
242,917,801 to 8,000
243,920,027 to 0,100
244,343,084 to 3,100
244,583,557 to 3,600
245,740,589 to 0,600
245,767,347 to 7,400
247,636,179 to 6,200
247,649,190 to 9,200
247,760,081 to 0,100
250,442,960 to 3,000
252,160,301 to 0,393
252,494,635 to 4,700
253,094,279 to 4,400
253,181,800 to 1,900
253,641,268 to 1,300
254,680,851 to 0,900
259,412,918 to 2,954
261,707,201 to 7,400
261,766,701 to 6,800
262,740,206 to 0,300
263,414,901 to 5,800
264,474,080 to 4,300
266,472,561 to 2,860
268,746,401 to 6,500
270,677,679 to 7,696
272,291,501 to 1,600
274,450,824 to 0,900
274,873,716 to 4,100
275,288,303 to 8,700
278,286,361 to 6,400
278,737,201 to 7,300
278,846,365 to 6,600
282,204,343 to 4,700
282,909,819 to 9,900
284,943,445 to 3,500
285,397,992 to 8,400
286,837,601 to 7,900
288,349,047 to 9,500
288,657,574 to 7,600
291,853,923 to 3,969
295,946,650 to 6,661
296,077,001 to 7,053
296,077,201 to 7,300
297,173,660 to 3,900
297,213,342 to 3,500
297,444,801 to 5,500
297,700,501 to 0,700
298,072,101 to 2,600
299,902,655 to 2,700
303,834,778 to 4,800
305,253,101 to 3,600
306,165,495 to 5,500
306,698,463 to 8,500
306,933,345 to 3,400
307,200,601 to 1,000
307,806,061 to 6,100
310,917,957 to 8,100
310,956,020 to 6,200
311,577,901 to 8,100
311,994,658 to 4,700
314,162,132 to 2,200
315,105,301 to 5,500
315,788,118 to 8,140
317,630,301 to 0,400
321,087,737 to 7,800
321,272,306 to 2,400
321,489,229 to 9,300
322,180,820 to 1,000
323,294,360 to 4,400
323,296,838 to 6,856
323,297,695 to 7,730
323,485,231 to 5,240
323,997,101 to 7,400
326,023,246 to 3,300
328,436,401 to 6,500
331,892,798 to 3,000
332,069,432 to 9,500
336,646,801 to 7,300
336,661,265 to 1,500
336,825,701 to 7,000
336,909,925 to 0,000
337,395,212 to 5,300
338,038,706 to 8,800
338,891,701 to 2,200
339,735,184 to 5,200
340,711,001 to 3,000
341,462,701 to 2,900
343,703,708 to 3,900
343,945,919 to 5,940
344,536,201 to 6,400
344,821,230 to 1,297
344,854,601 to 4,700
345,986,501 to 6,600
347,238,201 to 8,300
347,975,946 to 5,959
348,190,501 to 0,900
349,779,757 to 9,800
355,360,601 to 1,000
359,547,122 to 7,150
359,790,481 to 0,540
359,791,901 to 1,920
359,994,676 to 4,700

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MISSING OR STOLEN U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Insert any interim notices in sequence. **A. New Style.** (Listed below). The actual serial numbers consist only of the first 10 digits. Destroy the PB 21225 article. **B. Old Style.** The listing from PB 21148 is still valid. **C. Counterfeit.** The listing from PB 21190 is still valid.

165 705 7000 to 7999
167 061 1632 to 1699
167 982 3712 to 3799
173 960 5125 to 5699
184 342 9002 to 9099
190 137 2592 to 2699
193 127 0723 to 0799
193 273 8600 to 8999
193 991 8310 to 8319
194 519 7600 to 8099
195 263 7000 to 8999
195 322 5400 to 5699
197 427 0113 to 0149
198 354 3000 to 3099
199 567 1359 to 1999
203 297 6000 to 7499
203 619 3700 to 3999
203 851 6800 to 6899
203 977 4500 to 4775
204 108 8000 to 9999
206 493 4600 to 4799
206 793 5600 to 6499
208 287 8700 to 8899
208 385 5000 to 6999
209 728 2600 to 3099
210 176 8200 to 8599
210 868 4500 to 4699
211 238 0459 to 0999
211 436 5608 to 5699
211 526 0515 to 0599
211 527 2600 to 3099
211 682 3100 to 3599
212 420 2319 to 2399
212 791 9500 to 9599
213 123 9827 to 9999
213 578 4229 to 4399
213 822 5800 to 6299
214 158 2955 to 2999
214 159 4800 to 4999
215 043 7926 to 8199
215 532 5100 to 5399
215 538 0200 to 0499
216 678 6072 to 6999
217 210 7100 to 7299
217 241 5400 to 5799
217 268 2574 to 2699
217 667 3400 to 3599
217 672 4200 to 4599
217 902 4181 to 4299
218 755 4591 to 4699
218 976 2200 to 2399
220 350 0000 to 0999
221 371 4600 to 4999
221 626 2100 to 2299
221 661 5318 to 5499
222 224 8100 to 8499
222 510 0300 to 0499
222 536 2000 to 2299
224 057 4061 to 4299
224 206 6395 to 6499
224 554 9830 to 0399
225 268 1655 to 1799
225 711 9700 to 9999
225 712 0000 to 0999
225 767 2000 to 2299
226 904 0500 to 0599
227 097 4600 to 4699
227 254 9800 to 0099
227 611 4000 to 4599
228 660 5976 to 5999
229 117 4866 to 4999
229 346 9900 to 9999
229 434 3500 to 3599
229 434 3866 to 3899
229 531 9700 to 9899
229 563 1918 to 1999
229 576 1732 to 1799
229 576 1800 to 1899
229 585 4570 to 4599
230 035 4759 to 4799
230 099 6300 to 6399
230 406 2975 to 2999
230 577 6515 to 6599
230 826 8683 to 8799
231 126 6475 to 6499
231 147 0883 to 1499
231 507 1423 to 1499
231 525 7893 to 7999
231 651 8280 to 8299
231 686 0010 to 0099
231 725 2789 to 2799
231 770 2751 to 2762
231 873 7928 to 7999
232 295 7249 to 7599
232 319 6535 to 6599
232 426 6620 to 6699
232 665 0292 to 0399
233 262 7907 to 7999
233 407 5872 to 5899
233 453 8902 to 8929
233 516 6100 to 6199
233 638 1200 to 1799
233 845 9000 to 9099
234 031 6456 to 6999
234 064 8437 to 8499
234 261 4500 to 4599
234 398 5527 to 5599
234 431 3655 to 3699
234 500 2944 to 2999
234 659 4000 to 4199
234 659 8700 to 8999
234 742 1948 to 1999
234 802 1060 to 1199
234 997 1000 to 1599
235 254 2060 to 2099
235 439 6181 to 6299
235 644 7061 to 7099
235 925 8767 to 8799
236 145 5082 to 5099
236 388 4842 to 5099
236 467 6573 to 6599
236 566 2555 to 2599
236 571 9759 to 9781
236 576 9520 to 9599
236 656 6422 to 6499
236 755 8000 to 8099
236 937 5803 to 5999
236 941 5400 to 5499
237 413 7500 to 7599
237 423 4111 to 4199
237 457 5600 to 5699
237 457 5800 to 5899
237 574 8657 to 8799
237 702 6823 to 6899
237 702 6921 to 6999
238 165 7700 to 7799
238 169 7587 to 7599
238 377 4508 to 4599
238 377 4607 to 4699
238 586 3100 to 3299
239 199 0700 to 1099
239 204 9916 to 9999
239 481 4728 to 4799
239 549 7116 to 7499
239 575 2000 to 2199
239 596 4800 to 4999
239 640 5708 to 5728
239 724 1489 to 1499
239 985 7000 to 7499
240 042 3151 to 3169
240 108 6501 to 6599
240 252 6400 to 6899
240 256 2900 to 3199
240 559 4363 to 4399
240 639 3561 to 3599
240 855 7000 to 7099
240 901 5900 to 5999
241 081 9274 to 9299
241 224 7209 to 7299
241 685 5124 to 5199
241 694 1800 to 1899
241 753 7766 to 7799
241 902 2600 to 2799
242 021 2262 to 2499
242 327 4984 to 4999
242 576 1609 to 1699
242 585 4155 to 4299
242 591 4500 to 4699
242 605 0000 to 0999
242 621 8314 to 8399
242 781 0789 to 0799
242 816 1337 to 1399
243 112 4109 to 4120
243 228 7200 to 7499
243 766 6730 to 6799
243 805 0000 to 0299
243 906 7800 to 8199
244 299 2000 to 2199
244 366 8800 to 8899
244 381 3024 to 3099
244 525 0719 to 0799
244 657 7700 to 7899
244 678 2333 to 2499
244 742 7748 to 7799
244 743 7100 to 7399
244 895 5575 to 5599
245 103 9300 to 9399
245 118 6754 to 6768
245 279 1420 to 1499
245 279 1510 to 1599
245 591 1626 to 1799
245 695 0346 to 0399
245 973 2677 to 2699
246 076 7300 to 7399
246 155 4048 to 4099
246 155 5000 to 5499
246 402 6511 to 6599
246 608 6300 to 6399
246 609 9545 to 9799
246 741 2082 to 2099
246 816 2600 to 2699
246 973 1372 to 1399
247 012 0500 to 0599
247 066 9300 to 9399
247 113 5635 to 5699
247 490 1960 to 1999
247 490 2086 to 2099
247 497 4000 to 4099
247 544 0200 to 0214
247 556 1932 to 2999
247 575 4400 to 4499
247 579 4903 to 4999
247 929 6417 to 6799
247 983 1511 to 1899
248 244 7246 to 7299
248 317 7624 to 7699
248 397 2163 to 2199
248 423 4864 to 4999
248 440 7916 to 7971
248 718 7317 to 7399
249 680 4872 to 4899
249 945 6900 to 6999
249 996 6000 to 6099
249 996 6300 to 6499
250 452 4971 to 4999
250 483 0600 to 0699
250 547 7046 to 7099
250 565 7029 to 7099
250 833 7200 to 7399
250 991 9778 to 9799
251 518 6281 to 6399
251 964 6056 to 6199
252 235 4400 to 4499
252 235 4581 to 4899
252 432 6988 to 6999
252 828 0500 to 0999
253 446 4033 to 4099
800 502 3000 to 3999
800 941 7900 to 7999
801 278 3600 to 3999
801 579 6056 to 6098
801 629 1900 to 1999
802 029 5199 to 8999
802 265 0575 to 1999
802 774 0000 to 4999

UNITED STATES POSTAL SERVICE
WASHINGTON, D.C. 20260
OFFICIAL BUSINESS

PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE, $300

U.S.MAIL

FIRST CLASS

The POSTAL BULLETIN is published every Thursday by the Directives and Forms Division of the U.S. Postal Service, Washington, DC 20260.

Information given in the BULLETIN is effective for six months unless otherwise specified.

Public sale:
Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402
Single copy: 70 cents
Subscription: $35, $8.75 additional for foreign mailing

Postal facilities:
For one time orders, send Form 7380 to the Eastern Area Supply Center.
To change quantity received, send Form 1286 to the Directives and Forms Division, giving justification.

21228

postal bulletin

PB 21228—January 17, 1980—12 Pages

FEB — 1 1980
U. S. GOVT. PUBS
DEPOSITORY 376

Susan B. Anthony Dollar Promotion

The Postal Service is entering into a promotional effort, in cooperation with the Department of the Treasury, to encourage use of the Susan B. Anthony dollar coin. All post offices, stations, and branches will be involved. Our commitment is two-fold:

1) The Postal Service will display promotional materials in customer service lobbies.

2) Window service employees will use the Susan B. Anthony dollar coin in lieu of the dollar bill when making change.

Beginning January 17, 1980 the Bureau of the Mint and the Government Printing Office will begin mailing posters and other promotional material to all offices. February 1, 1980 will be the kickoff date for this promotional effort. Before that date, postmasters and managers responsible for window operations should contact the banks where they normally obtain change for their window operations and request them to maintain a supply of the Anthony dollars and wrappers.

The promotional items consist of the folowing:

1) *Joint Letter*—Postmaster General and Secretary of Treasury.

2) *Information Kit*—for postmasters, station managers, and branch managers.

3) *Posters*

a. *23" x 36"* for CAG A through C post offices. These will be distributed separately by Bureau of the Mint.

b. *23" x 8"*—for all post offices, stations and branches.

4) *Tent Cards* (4¼" x 6")—for lobby counters.

5) *Brochure—"The Dollar of the Future—The Susan Dollar Coin"* (3½" x 8½")—for window clerks.

The posters are a priority *A* display item and should be maintained until notice is given to remove them.

Window service employees will use the Susan B. Anthony dollar coin for change making purposes unless the customer prefers not to accept them. Any complaints and/or inquiries in this regard should be dealt with by the window clerk and referred to the supervisor or manager if needed.

When closing out at the end of the tour, employees will turn in their excess dollar bills and retain some of the dollar coins, keeping in mind the regulations in the F-1, *Financial Handbook for Post Offices,* part 533.5, Cash Portion of Stamp Credits.

The older 1100 series counter unit cash drawers have five coin compartments. The fifth compartment can be used to hold the dollar coins apart from quarters. For those offices which have the newer multiple purpose counters there are eight coin compartments in the cash drawer which will facilitate separation of denominations.

The Postal Service is reviewing the alternatives for accommodating the Susan B. Anthony dollar coin in our stamp vending equipment. Appropriate pieces of equipment will be modified to accept the new coin on a phased schedule.—*Delivery Services Dept., 1-17-80.*

International Mail—Bermuda

Effective immediately, registry service for parcel post to Bermuda is terminated.

Arrangements have been made with the postal administration of Bermuda to terminate the exchange of registered parcels between the United States and Bermuda since the volume of registered parcel post sent to that country does not warrant continuation of the service.

In Publication 42, *International Mail,* make the following corrections: In Sections 442.21 and 933.52c, delete Bermuda. In Appendix A, Table 6-3, Parcel Post Registry Fees, delete Bermuda from Column E. In Appendix B, Country Information for Bermuda, in the Special Services—Parcel Post table, change the *Registry Service* entry to read: Available: NO. Line through information presented for that entry under *Applicable Fee Table* and *References* columns.

A future revision of Publication 42 will reflect this change.—*Rates & Classification Dept., 1-17-80.*

NWRS—Recording Training

Managment Instruction FM 920-79-45 (10-15-79) and POSTAL BULLETIN 21216 (10-25-79), provided information on the National Workhour Reporting System (NWRS) and the use of related Labor Distribution Codes (LDC). Further clarification is necessary concerning the compensation and workhour reporting for employees participating in training and the proper use of LDC 63—*Training.*

Hours spent in *Job Training* and *Developmental Training* are to be reported as training hours if all of the following conditions are met:

1. The hours are on-the-clock (paid) hours.

2. The hours of training are performed in a classroom or simulated work-area environment.

3. The hours are not *on-the-job* training.

All hours spent performing required duties, or on-the-job training, are to be reported as workhours under the operation number or LDC assigned to the function or activity being performed.—*Finance Dept., 1-17-80.*

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P1.3

All Post Offices

MANDATORY USE OF BUSINESS REPLY MAIL BY FEDERAL AGENCIES

Mandatory use of business reply permits by Federal Government departments and agencies, or other specified alternatives, becomes effective on September 1, 1980. The text of revisions which will appear in Part 137, Domestic Mail Manual (DMM):

.251 General. Except as provided in 137.252, 137.253 and 137.31, a department or agency authorized to use the official mail privilege may not loan or furnish official envelopes, cards, cartons, or labels to any private person, concern, or organization or permit the use of such envelopes, cards, cartons, or labels for private benefit.

.252 Business Reply.

a. A department or agency authorized to use the official mail privilege that wishes to distribute official envelopes, cards, cartons, or labels to any person, concern, or organization from or through whom official matter is desired, must use either the business reply format provided by 137.252c and d, the metered reply format provided by 144.112, the fourth-class and special services reply procedures in 137.252f, or affix adhesive postage stamps. *Postage and Fees Paid* envelopes, cards, cartons, and labels (described in 137.242 and 137.243) may not be distributed for reply purposes except as provided in 137.252f and 137.31.

b. To use business reply mail, a department or agency must apply for a business reply permit in accordance with the provisions of 137.273f. A department or agency which holds a postage meter license may distribute official metered reply cards and envelopes for return to the meter license holder as provided in 144.112. Fourth-class and special service reply procedures may be used only after application and approval in accordance with 137.252f. Adhesive postage stamps may be pre-applied to cards and envelopes distributed for reply purposes under the provisions of 137.248.

c. Official business reply envelopes must bear the preprinted address of one of the authorized departments or agencies listed in 137.231 or one of their component units. They must be printed in the format required by 917.5 with the following exceptions:

(1) The legend required by 917.52 a(4) must read "POSTAGE WILL BE PAID BY (name of AUTHORIZED U.S. Government Agency)".

(2) The address may be printed, typewritten, or hand-stamped directly on the mail piece, or a printed gummed label may be affixed in the address area. All other preparation requirements for the address side in 917.51 must be met.

(3) The space for permit holders' use described in 917.52b(3) (e) must include the statement, *Official Business, Penalty for Private Use, $300.* Space above this statement may be used for return address, logos, distribution codes, etc.

d. An illustration of the official business reply mail format is shown in Exhibit B.

e. Instructions in 144.112a, b, and c governing the preparation of the address side of metered reply cards and envelopes also apply to official metered reply mail.

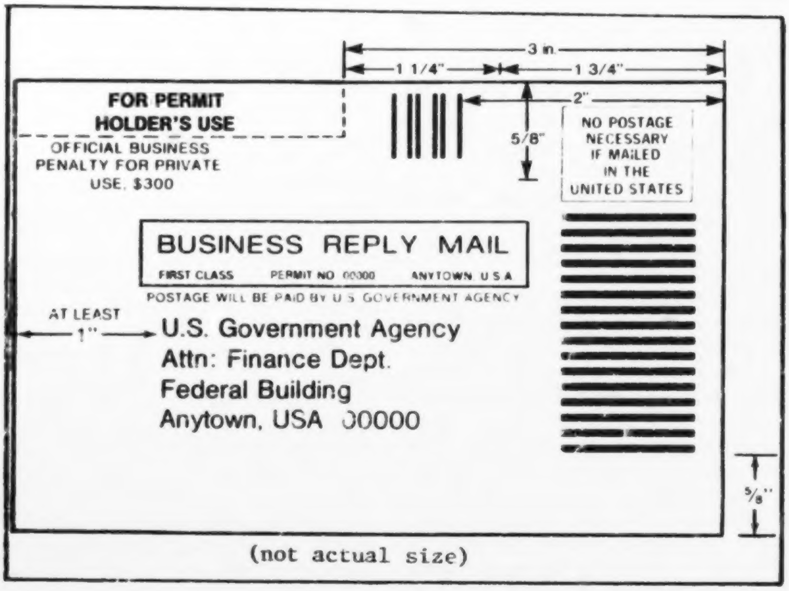
f. Departments and agencies that wish to distribute official envelopes, cards, cartons or labels for return at fourth-class rates or which require a special service may use the *Postage and Fees Paid* format in 137.242 and 137.243 after written approval is granted by the Manager, Government Revenue and Examination Branch. Return envelopes, cards, cartons, or labels used under this provision must be preprinted with the appropriate fourth-class classification or the special service desired. Letter requests to use this procedure should be submitted in writing to the Manager, Government Revenue and Examination Branch, Finance Department, U.S. Postal Service, Washington, D.C. 20260, indicating the service desired, the post offices to which such mail will be returned and proposed procedures to determine actual volume and postage due.

g. All official envelopes, cards, cartons or labels distributed for reply purposes after August 31, 1980 must comply with the requirements of 137.251 and 137.252a, b, c, d, e and f as appropriate.

.253 Contractor.

a. A department or agency authorized to use the official mail privilege may request the Manager, Government Revenue and Examination Branch, Finance Department, to issue a permit for that department or agency to authorize printer-mailer contractors to use official envelopes and labels to mail on behalf of that department or agency matter printed at Government expense. As provided in 137.254, any department or

Exhibit B



(not actual size)

agency requesting a permit must furnish with the request all information the Manager considers necessary to ensure accurate reimbursement to the Postal Service for private use of official envelopes and labels.

b. A department or agency authorized to use the official mail privilege may request the Manager, Government Revenue and Examination Branch, Finance Department, to issue a permit for that department or agency to authorize non-printer-mailer contractors to use official envelopes and labels, preaddressed to a Federal Government office or officer for the transmission of official matter for a specified time, or in the performance of specific contracts with the office or officer. As provided in 137.254, any department or agency requesting a permit must furnish with the request all information the Manager considers necessary to ensure accurate reimbursement to the Postal Service for private use of official envelopes and labels.

c. The Manager, Government Revenue and Examination Branch, Finance Department, or his designee, shall review each request under 137.253a or b and permit the department or agency to authorize contractor use of official envelopes and labels for a period of one year if he determines that the department or agency has established sufficient accountability procedures to ensure reimbursement to the Postal Service for mail service provided to contractors. In making this determination, the manager, or his designee, shall consider factors including, but not limited to, the following:

(1) Any relevant misuse of the official mail privilege, including the misuse of official envelopes or labels for the transmission of nonofficial matter by contractors licensed by the department or agency under 137.253 a or b.

(2) Any relevant failure of the department or agency to comply with official mail reimbursement instructions issued by the Manager under 137.21, including failure to establish accurate methods for estimating or measuring the volume of official mail;

(3) The method, such as use of a permit imprint, bulk permit, or meter, proposed by the department or agency for obtaining adequate information to ensure full reimbursement for the proposed contractor use of official mail.

d. Official envelopes and labels used by any person, concern, organization, or contractor, as provided in 137.253a and b must bear the printed return address of one of the authorized departments or agencies listed in 137.321 and be printed in the form set out in 137.242 and 137.243. No return name and address of a private person, concern, organization, or contractor may be shown. When a special service is required for contractor mailings, the envelope or label must be preprinted with the type of special service desired. Private users of official envelopes and labels may not add their own marking for these services.

.254 Reimbursement. Departments and agencies authorized to use the official mail privilege must reimburse the Postal Service for the private use official envelopes and labels under 137.252 and 137.253 as provided in instructions issued and administered by the Manager, Government Revenue and Examination Branch, Finance Department. Departments and agencies, and any contractors authorized by them to use official envelopes and labels, shall promptly furnish in the manner and form requested, all information, including but not limited to contractor name, points and dates of mailing, classes, quantities, and single-piece weights of mail matter, the Manager considers necessary to ensure accurate reimbursement to the Postal Service for private use of official envelopes and labels.

* * * * *

.273 Mailing Permits.

* * * * *

f. Business Reply Mail.

(*1*) *Application.*

(a) A Federal Government department or agency desiring to furnish official return envelopes to correspondents may apply for an official business reply mail permit by filing an application in duplicate on Form 3614, ***Application to Distribute Business Reply Cards, Envelopes, Cartons and Labels.*** The application may be filed at the post office where the mail will be returned, or at the post office where the agency headquarters is located when mail distributed under one permit number is to be returned to offices in more than one city.

(b) Upon receipt of the application, the postmaster will annotate both copies *Federal Government Agency* and complete the approval and permit portions of the form. The original permit portion of the form will be given to the applicant. The original application portion will be filed at the post office by permit number. The duplicate copy of the application and the duplicate permit portion will be forwarded by the Postmaster to: Manager, Government Revenue and Examination Branch, Finance Department, U.S. Postal Service, Washington, D.C. 20260.

(c) Departments and agencies must notify the Manager, Government Revenue and Examination Branch, at the above address if business reply mail having a single permit number is to be returned through post offices other than the permit issuing post office. This notification must include, for each permit number, the addresses and cities where mail will be returned. The Manager, Government Revenue and Examination Branch will forward the required information to each affected post office.

(*2*) *Postage and Fees.*

(a) An annual business reply permit fee of $30 and an annual accounting fee of $75 will be charged each calendar year for each permit issued.

(b) The amount to be paid for official business reply mail is the appropriate first-class or priority postage plus a fee of 3.5 cents per piece.

(c) Post offices will not collect money from Federal Government agencies in connection with issuance of business reply permits or for postage and fees due on such mail. Annual permit fees, accounting fees, postage and business reply fees will be paid by Federal Government agencies in accordance with the reimbursement procedures in 137.21.

(*3*) *Mailings.* The number of pieces of business reply mail returned to a Federal Government agency, together with the amount chargeable for postage and fees, will be recorded daily on Form 25, Trust Fund Account, by each unit to which mail is returned. At the end of each postal quarter, Forms 25 will be totaled by the unit and forwarded to the Manager, Government Revenue and Examination Branch for billing purposes. Negative reports on Form 25 are required for each account if no business reply items are received during a quarter.—*Finance, Rates & Classification Depts., 1–17–80.*

1980 ZIP CODE DIRECTORY

The U.S. Postal Service will continue a policy introduced in 1979 and print two editions of the *National ZIP Code and Post Office Directory* in 1980.

Publication 65—To be marketed and sold as a retail item.

Publication 65A—To be used by USPS and federal agencies for official use only.

Sale of Publication 65

The National ZIP Code and Post Office Directory (NZC&POD) will be sold over the counter in post office lobbies and by mail order from a central order processing point and mailed from the area supply centers. The over-the-counter price is $7.50 per copy.

Discount Sales

1. Postal customers who turn in the cover from an outdated NZCD at the time of purchase will be offered a discount of $1.50 toward the purchase of a new edition. Note: Only copies of Publications 26 and 65 published by Government Printing Office for sale to the public are eligible for this discount. No trade-in will be allowed for directories published by private firms, or for copies of Publication 65A. Only one trade-in may be used for each book purchased. Example:

Base Price of 1980 Publication	$7.50
Customer turns in outdated copy	−1.50
Customer Pays	$6.00

2. Customers purchasing directories in case lots (8 directories per case) will be charged $52.50. This is equivalent to the fee for 7 directories with no charge assessed for the 8th directory.

3. Customers may use a combination of discounts. For instance, if a customer purchases a case and trades in 4 covers, the total cost will be $46.50. A maximum of 7 covers (one for each book *purchased*) may be used for trade-in when purchasing at the case price. Example:

Case price	$52.50
4 outdated covers	−6.00
Customer pays	$46.50

Mail Order Sales

The Postal Service will add a new dimension to the NZC&POD sales program by introducing mail order sales in February. This new endeavor is designed to support the existing retail program in post offices and to extend the sales potential of Pub. 65.

Detailed instructions concerning the operation of the program will be published in a later POSTAL BULLETIN.

Customer Information Survey

In order to develop a customer data file of the users of Pub. 65 and as a means of evaluating sale activity, a customer information survey card will be presented to every person who purchases a 1980 Directory.

Procedure

1. Before a sales transaction has been completed, clerks will present the purchaser with a Customer Information Survey Card and ask them to provide the information requested.

2. Explain the reason for the request.

3. Ask them to complete and return the card before they leave the window.

4. Instructions for providing postal units with survey cards and guidelines for handling the completed cards will be distributed through the regional offices.

Requisitions

1. Publication 65 may be ordered and sold to customers as a retail item. After the initial distribution, directories may be ordered in quantities required to satisfy sales demands.

2. MSC managers and postmasters of the 10 large post offices receiving direct distribution will requisition additional copies through the Regional Retail Branch, if the initial distribution is insufficient. Use Form 7380, *Supply Center Requisition.* Include no other supply items on Form 7380 when ordering Pub. 65. The Regional Retail Branch will review all requisitions before forwarding them to the area supply centers. Supply centers will fill only those orders that have been cleared by the Region.

3. Postmasters at CAG A–G associate offices may requisition initial stocks from the MSC using Form 3508, *Requisition for Saleable Items, Other Than Stamps.* Stations and branches may order from the main post office on Form 3508.

4. All other post offices will base their requirement on customer request only and maintain no inventory of directories. When it becomes necessary to place an order, these offices will requisition copies from the MSC on Form 3508. Management Sectional Centers must fill these orders promptly to assure a fast turnaround.

Inventory and Financial Control

Inventory control will be maintained as provided in F–1, *Financial Handbook for Post Offices* (724–726). Sectional center managers and postmasters must ensure strict compliance with these and all other procedures in 720 of Handbook F–1.

Although Publication 65 is a postal product, all sales will be accounted for, as required by existing instructions for retail products (720, F–1) and guidelines issued by regional offices. Clerks will report revenue on Form 1412A, *Daily Financial Report.* The Retail Products Daily Sales Record will be used to identify revenue (723, F–1).

Publication 65A

The 1980 NZC&POD used by Postal Service personnel and on lobby writing tables for mailers use will be identified as Publication 65A. The cover of Publication 65A will be a black and white color tone. It will be plainly marked **For Official Use Only,** and is not to be sold or distributed to the private sector. Federal government departments, agencies, and military installations will also be expected to use Pub. 65A.

The 1980 NZC&POD, Pub. 65A, will be shipped directly to management sectional centers. Directories will be shipped in cartons with an addressed penalty label to each post office, station, branch and community post office. (In prior years the directories were shipped only to the main post office.)

The quantity provided each postal unit is based on that unit's profile, which is determined from our computerized data files. The quantity shipped should be adequate for each unit's annual need. When additional copies are required, a requisition should be directed to the area supply center using a separate Form 1286, *Request for Postal Publications.* Requesting unit should identify the specific main office, station, or branch to which the shipment is to be directed.—*Delivery Services Dept., 1–17–80.*

All Contracting Officers

Wage and Price Standards Compliance

Section 1–326 of Publication 41, *Postal Contracting Manual,* which implements the voluntary wage and price standards program (see POSTAL BULLETIN 21179, 3–1–79), provides that the names of companies determined not to be in compliance with the standards will be published in the BULLETIN for the convenience of contracting officers.

Effective December 27, 1979, the Council on Wage and Price Stability has determined that the following companies or groups are not in compliance with the wage and price standards:

Ideal Basic Industries, Inc.
Cement Division
P.O. Box 8789
Denver, Colorado 80201

The Charter Company
208 Laura Street
Jacksonville, Florida 32231

Northwestern Steel and Wire Company
121 Wallace Street
Sterling, Illinois 61081

Mason Contractors of DuPage County
P.O. Box 129
Mount Prospect, Illinois 60056

Laclede Steel Company
Equitable Building
St. Louis, Missouri 63102

American Hoechst Corporation
Route 202–206 North
Somerville, New Jersey 08876

SCOA Industries
155 East Broad Street
Columbus, Ohio 43215

National Electrical Contractors
Association
(Oregon-Columbia Chapter)
210 S.W. Arthur Street
Portland, Oregon 97201

The Eureka Company
1201 East Bell Street
Bloomington, Illinois 61701

Portland Association of Plumbing,
Heating and Cooling Contractors
(two noncomplying agreements)
0612 S. W. Idaho
Portland, Oregon 97201

Sheetmetal Association, Inc.
c/o 3434 S. W. Water Avenue
Portland, Oregon 97201

San Diego Contracting
Lathers Association
7855 Ostrow Street
San Diego, California 92111

Gifford-Hill & Company, Inc.
("All other" compliance unit)
8435 Stimmons Freeway
P.O. Box 47127
Dallas, Texas 75247

This list supersedes the list published in POSTAL BULLETIN 21221, 11–29–79.—*Procurement & Supply Dept., 1–17–80.*

GSA Telephone Services

Effective with the January 1980 GSA billings for telephone services under the Treasury Department's Simplified Intragovernmental Billing and Collection (SIBAC) System, accounting/cost distribution by installation will be centralized at the St. Louis Postal Data Center (PDC).

Under the centralized system, GSA will continue to accumulate monthly, all USPS telephone charges (other than FTS) and obtain disbursement directly from the USPS account at the Treasury Department. No direct payments are made to GSA under the SIBAC System.

Monthly detail billing listings will be submitted by GSA to the St. Louis PDC. The PDC will record the charges for the various financial reports for the offices indicated on the billing. A copy of the detailed billing will be sent by the PDC to the affected installations with an explanatory memo. **(Note: No payment is to be made based on these listings.)**

The installation being charged has the responsibility of verifying the charges indicated on the billing provided by the PDC. Should there be questions on a particular billing, the installation charged for the services must contact the local GSA Chief Operator in charge of that switchboard to resolve the problem. If a credit is due the USPS, the installation must control the claim and review subsequent billing lists provided by the PDC to assure that credits have been correctly applied by GSA.

A prompt review must be made of all billing lists to assure accuracy of costs reflected.

If assistance is required by the affected installation, contact may be made with the Manager, Contractual Services Branch, St. Louis PDC.—*Finance Dept., 1–17–80.*

Passport Acceptance Employees

Passport Regulation Change

Effective January 14, 1980, passport regulations prohibit the inclusion of any person thirteen years of age or older, including a spouse, in another person's passport. Previously, spouses of any age could be included in their husband's or wife's passport. Inform applicants of this change when they request application forms.—*Delivery Services Dept., 1–17–80.*

Carrier Route Presort—National Scheme Tape

The availability of the October 15, 1979, interim official schemes in hardcopy and on the National Scheme Tape was announced in POSTAL BULLETIN 21211, 9–27–79. As noted, these updated schemes become the mandatory current delivery schemes for all carrier route presort mail presented by mailers after January 15, 1980. These cancel the March 1, 1979, schemes referred to in *Carrier Route Presort,* page 2 of POSTAL BULLETIN 21219, 11–18–79.—*Delivery Services Dept., 1–17–80.*

Enemy Alien Registration Forms

As a result of POSTAL BULLETIN notice *Federal Employee Emergency Registration Cards,* PB 21217 (11–1–79), some Postmasters are ordering Department of Justice Forms AE–1, AE–2, AE–3, AE–4, and AE–6 directly from the Department of Justice.

These forms are used *only* under wartime conditions to register enemy aliens. They are *not* to be confused with Form I–53, *Alien Address Report Cards.*

The correct requisitioning source for the emergency AE forms is the Regional Chief Postal Inspector. *Do not* order any of the AE forms directly from the Department of Justice.—*Inspection Service, 1–17–80.*

Stamps Removed from Sale

The following items will be withdrawn from sale at the Philatelic Sales Branch at the close of business March 31, 1980:

16¢ Revalued envelopes
15¢ Auto Racing envelopes
$5.00 Ross' Geese (1977–78) Migratory Bird Stamp (do not place on general sale)

Withdraw any stock of these items on hand after March 31 from all philatelic outlets and place on general sale until April 30, 1980. After that date, handle any remaining stock according to 553, Handbook F–1, *Financial Handbook for Post Offices.*

The Inspection Service will give attention in this area during audit reviews.—*Customer Services Dept., 1–17–80.*

Conversion of Postage Stamps

Effective immediately a new section 147.14, Conversion of Postage Stamps to Other Forms of Postage, is added to the DOMESTIC MAIL MANUAL (DMM). The present section 147.14 is renumbered as 147.15 and is edited to reflect the changes resulting from the amendment of 147.14.

These new sections provide that mailers may request a conversion of their full panes or sealed coils of postage stamps to meter postage or an advance deposit for permit imprint mailings. All requests for such conversions must be submitted to Headquarters for approval in accordance with sections 147.142 and 147.145.

All conversions, if approved, will be made for a fee of 10% of the full face value of the converted stamps or $250, whichever is greater. This fee is charged to compensate the Postal Service for administrative and processing costs associated with the conversion.

The following sections will be included in a future revision to the DMM:

147.14 Conversion of Postage Stamps to Other Forms of Postage

.141 General. Mailers may submit postage stamps for conversion to a meter setting or advance deposit for permit imprint mailings under the conditions set forth in 147.142 through 147.146. A conversion charge of 10% of the face value of the stamps or $250, whichever is greater, will be deducted when the stamps are converted. No part of any amount applied to a meter setting or trust account from the conversion of postage stamps will be later refundable in cash, or by any other means.

.142 Where to Apply. All requests to convert postage stamps to meter or permit imprint postage must be sent to the General Manager, Stamps Division, U.S. Postal Service, Washington, DC 20260. The General Manager, Stamps Division, will forward a copy of the request to the Inspector in Charge of the division in which the requestor's post office is located.

.143 What May be Converted. Only full panes of stamps, or coils of stamps in the original sealed wrappers, will be accepted for conversion. Commemorative stamps issued no earlier than one year prior to the date of the request for conversion or issues of regular stamps which have not been officially withdrawn from sale at the Philatelic Sales Branch will be accepted under these conditions.

.144 Conversion Rate. The amount of postage applied to a meter setting or permit imprint trust account through conversion will be the lesser of the full face value of the stamps submitted minus 10%, or full face value minus $250.

.145 Submittal of Request. The customer must submit a letter to the General Manager, Stamps Division, requesting conversion of the stamps to meter or permit imprint postage. The letter must include the name, denomination, quantity and value of postage stamps for which conversion is requested, and name of post office where the stamps were purchased. Evidence of purchase for the stamps must also be included with the request.

.146 Approval. The General Manager, Stamps Division, will review the request and may ask the mailer to submit additional records to support the information in the request. The General Manager, Stamps Division, will approve or deny the request. If the conversion is authorized, the postmaster will be advised of the proper procedures for accepting the postage stamps and making the required accounting entries. The General Manager, Stamps Division, will determine the post office which has the capabilities to destroy the postage stamps. The credit will be applied to the post office where the mailer has his meter set or deposits his permit imprint mail.

.15 Nonexchangeable.

The following are nonexchangeable:

(a) Adhesive stamps, unless mistakes were made in purchasing, stamps were defective, stamps were affixed to commercial envelopes and post cards, or as provided in 147.14.

b. Stamps cut from postal cards, stamped envelopes, or aerogrammes (airletter sheets).

c. Parts and pieces of postal cards.

d. Postal cards, stamped envelopes and aerogrammes received for reply purposes.

e. Mutilated and defaced stamps.

—Customer Services Dept., 1–17–80.

International Mail—Customs Documentation

In order that postal employees may better assist customers in properly preparing packages for mailing overseas, the following summary of customs declaration requirements applicable to international mail items is presented.

A. Postal Union Mail (Maximum Weight Limit to All Countries Except Canada—4 pounds; to Canada Only—60 pounds)

A single *green* customs label C1, *Form 2976*, must be completed and placed by the sender on the address side of: each letter or letter package containing dutiable merchandise; each small packet; and each package of dutiable printed matter.

If the sender does not wish to describe the contents of the item on the outside wrapper, or if the item's contents exceed $120 in value, then only the upper portion of label C1, PS Form 2976, is placed on the package. In this instance, PS Form 2976–A, *Customs Declaration*, is completed by the sender and enclosed inside the package.

B. Parcel Post (Maximum Weight Limit Generally 22 or 44 pounds). *All* international parcel post must bear PS Form 2966–A, *Parcel Post Customs Declaration.* In addition to Form 2966 some countries require either Form 2966, *Customs Declaration* (tie-on-tag), or Form 2972, *Dispatch Note,* or both, on each parcel post package. Exhibit A shows the forms required for parcel post packages to specified countries.

Under no circumstances are parcel post forms to be used on postal union mail or are forms for postal union mail to be used on parcel post. Failure to use proper forms causes delay in dispatch and delivery of mail.—*Rates & Classification Dept., 1–17–80.*

Prospective Bidders' Funds

Reference is made to POSTAL BULLETIN #21226, dated January 3, 1980, page 4, Subject: Funds From Prospective Bidders. In paragraph 3 the wrong Account Number and Description was quoted. The correct Account Number and Description should be *44030—Miscellaneous* instead of *40990—Miscellaneous—Other Postal Fund Revenue,* as stated.—*Finance Dept., 1–17–80.*

Exhibit A

PARCEL POST CUSTOMS DECLARATION FORMS

Country	2966-A	2966	2972
Afghanistan	1		1
Albania	1		
Algeria	1	1	1
Andorra	1		1
Angola	1		1
Argentina	1	1	1
Ascension	1		
Australia	1		
Austria	1	1	1
Azores	1	1	
Bahamas	1		
Bahrain	1		1
Bangladesh	1	1	1
Barbados	1		
Belgium	1	1	1
Belize	1		
Benin	1		
Bermuda	1		
Bhutan	No service		
Bolivia	1	1	
Botswana	1		
Brazil	1	1	1
Brunei	1		
Bulgaria	1		
Burma	1		1
Burundi	1	1	1
Cameroon	1		
Canada	1		
Cape Verde	1		1
Cayman	1		
Central African Empire	1		
Chad	1		
Chile	1	1	
China, People's Republic of	1	2	1
Colombia	1	1	1
Comoro, State of	1		
Congo	1		
Corsica	1		1
Costa Rica	1		
Cuba	No service		
Cyprus	1		
Czechoslovakia	1		
Denmark	1		
Djibouti	1		
East Timor	1		1
Dominican Republic	1		
Ecuador	1		
Egypt	1	1	1
El Salvador	1		1
Equatorial Guinea	1		1
Estonia	1	1	1
Ethiopia	1		
Faeroe Islands	1		
Falkland Islands	1		
Fiji	1		
Finland	1		
France	1	1	1
French Guiana	1		
French Polynesia	1		
Gabon	1		
Gambia	1		
German Democratic Republic (East Germany)	1	1	1
German Federal Republic (West Germany)	1	1	1
Ghana	1		
Gibraltar	1		
Great Britain	1		
Greece	1		1
Greenland	1		
Guadeloupe	1		
Guatemala	1		
Guinea	1		
Guinea-Bissau	1		1
Guyana	1		1
Haiti	1		
Honduras	1		
Hong Kong	1		
Hungary	1		1
Iceland	1	1	
India	1	1	
Indonesia	1	1	
Iran	1	1	1
Iraq	1	1	1
Ireland	1		
Israel	1	1	1
Italy	1	1	1
Ivory Coast	1		
Jamaica	1		
Japan	1		
Jordan	1		1
Kampuchea (Khmer Rep.)	No service		
Kenya	1		
Kiribati	1		
Korea (Democratic People's Republic of)	No service		
Korea (Republic of)	1		
Kuwait	1		1
Lao	1		1
Latvia	1	1	1
Lebanon	1	1	1
Leeward Islands	1		
Lesotho	1		
Liberia	1		
Libya	1		1
Lithuania	1	1	1
Luxembourg	1	1	1
Macao	1		
Madagascar	1		
Madeira Islands	1	1	1
Malawi	1		
Malaysia	1		
Maldives	1		
Mali	1		
Malta	1		
Martinique	1	1	
Mauritania	1		
Mauritius	1		
Mexico	1		
Monaco	1	1	1
Mongolian People's Republic	No service		
Morocco	1		
Mozambique	1		1
Namibia	1		
Nauru	1		
Nepal	1	1	
Netherlands	1	1	1
Netherlands Antilles	1	1	
New Caledonia	1		
New Hebrides	1		
New Zealand	1		
Nicaragua	1		
Niger	1		
Nigeria	1		
Norway	1	1	
Oman	1		1
Pakistan	1	1	1
Panama	1	1	
Papua-New Guinea	1		
Paraguay	1		1
Peru	1	1	
Philippines	1		
Pitcairn Islands	1		
Poland	1	1	
Portugal	1	1	
Qatar	1		1
Reunion	1		1
Rhodesia	1		
Rumania	1		1
Rwanda	1	1	1
St. Helena	1		
St. Pierre and Miquelon	1		
St. Thomas and Principe (Dem. Rep.)	1		1
San Marino	1	1	1
Santa Cruz Islands	1		
Saudi Arabia	1	1	1
Senegal	1		
Seychelles	1		
Sierra Leone	1		
Singapore	1		
Solomon Islands	1		
Somalia (No)	1		
Somalia (So)	1		1
South Africa	1		
Spain	1	1	1
Sri Lanka	1		1
Sudan	1		1
Suriname	1	1	1
Swaziland	1		
Sweden	1	1	
Switzerland	1	1	1
Syria	1	1	1
Taiwan	1	1	
Tanzania	1		
Thailand	1		
Togo	1		
Tonga	1		
Trinidad & Tobago	1		
Tristan Da Cunha	1		
Tunisia	1		1
Turkey	1		1
Turks and Caicos Islands	1		
Tuvalu	1		
Uganda	1		
U.S.S.R	1	1	1
United Arab Emirates	1		1
Upper Volta	1		
Uruguay	1	1	1
Vatican City	1		
Venezuela	1	1	1
Vietnam, Socialist Republic of	No service		
Western Samoa	1		
Windward Islands	1		
Yemen Arab Republic (Sanaa)	1		
Yemen, People's Dem. Rep. of (Aden)	1		
Yugoslavia	1		
Zaire	1	1	1
Zambia	1		

VACANT REGULAR RURAL ROUTES LISTING NO. 80–6

The vacant rural routes listed below will be posted for bid in accordance with the USPS–NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this POSTAL BULLETIN. Those rural carriers having special bidding rights as defined in the USPS–NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
CENTRAL REGION					
Indiana	Frankfort	46041	02	41:25 (41S)	72.50
	Huntington	46750	03	43:21 (43H)	62.90
	do.	46750	04	39:16 (39S)	61.85
	Ossian	46777	04	43:02 (43H)	67.50
	Rochester	46975	07	38:00 (38H)	18.00
	Salem	47167	04	46:16 (46H)	89.60
	Boonville	47601	02	44:25 (44H)	49.80
	Lafayette	47901	02	45:09 (45H)	62.35
	Attica	47918	01	39:02 (39S)	87.90
	Rensselaer	47978	05	42:06 (42H)	95.85
Kansas	Pomona	66076	01	48:42 (41K)	118.35
	Berryton	66409	02	45:07 (45H)	106.70
	Humboldt	66748	01	42:44 (43S)	109.90
	Yates Center	66783	01	41:56 (42S)	133.50
	Cherryvale	67335	02	40:13 (40S)	103.65
	Oswego	67356	02	39:00 (39S)	84.60
	Ulysses	67880	02	38:44 (39S)	81.20
Kentucky	Bedford	40006	01	35:00 (35S)	82.65
	Shelbyville	40065	05	41:15 (41S)	71.39
	Louisville	40221	08	46:46 (43J)	21.73
	Madisonville	42431	01	41:51 (42H)	44.20
Michigan	Almont	48003	02	35:58 (36H)	40.25
	Clarkston	48016	07	36:13 (36H)	27.20
	New Haven	48048	03	38:07 (38H)	13.40
	St. Clair	48079	02	48:03 (40K)	52.60
	Breckenridge	48615	01	45:06 (45H)	73.90
	Bannister	48807	01	32:42 (33S)	58.65
	Charlotte	48813	01	52:41 (45K)	55.12
	do.	48813	03	55:02 (46K)	64.51
	Coldwater	49036	06	54:09 (45K)	63.70
	Clayton	49235	02	48:24 (44J)	81.30
	Hillsdale	49242	01	45:19 (45H)	55.10
	Spring Lake	49456	01	48:52 (45J)	37.20
Missouri	Brighton	65617	01	38:07 (38S)	78.00
	Buffalo	65622	01	44:00 (44H)	73.15
	Greenfield	65661	02	38:06 (38S)	85.70
	Nixa	65714	01	51:13 (43K)	64.55
	Republic	65738	02	58:49 (48K)	71.51
Nebraska	Franklin	68939	01	37:49 (38S)	110.45
Ohio	Cortland	44410	01	51:13 (43K)	35.50
	Wooster	44691	04	56:41 (47K)	54.60
	Hartville	44632	01	48:14 (40K)	29.90
EASTERN REGION					
Maryland	Mount Airy	21771	06	45:00 (45H)	19.70
New Jersey	Titusville	08560	01	48:16 (40K)	25.00
Pennsylvania	Somerset	15501	06	50:08 (46J)	44.65
	Titusville	16354	02	50:06 (46J)	60.50
Virginia	Lancaster	22503	02	52:18 (44K)	87.80
	Ivor	23866	02	35:28 (35S)	73.85
	Keysville	23947	01	33:14 (33S)	57.60
West Virginia	Sisterville	26175	02	41:42 (42H)	77.30
	Bridgeport	26330	03	41:54 (42H)	44.45
NORTHEASTERN REGION					
Maine	Pownal	04069	01	35:01 (35S)	47.00
Connecticut	Bristol	06010	02	44:15 (44H)	30.20
New York	Yorktown Heights	10598	03	46:21 (44J)	24.52
SOUTHERN REGION					
Alabama	Pisgah	35765	02	49:13 (45J)	77.00
	Mobile	36613	06	41:00 (41H)	47.20
Arkansas	Rison	71665	01	47:21 (44J)	95.20
	El Dorado	71730	02	46:27 (46H)	73.05
	Hot Springs Nat'l Park	71901	02	51:08 (43K)	60.70
	Vilonia	72173	02	47:45 (40K)	96.90
	Everton	72633	01	50:44 (42K)	117.00
Florida	Jacksonville	32208	27	36:33 (37S)	47.10
	Jacksonville	32208	31	35:01 (35S)	30.65
	Pensacola	32501	04	48:06 (44J)	45.00
	Hobe Sound	33455	04	28:01 (28S)	26.30
	Tampa	33502	06	37:38 (36H)	14.41
Georgia	Douglasville	30134	10	53:13 (44K)	31.00
	Silver Creek	30173	02	43:47 (44H)	26.05
	Loganville	30249	04	41:12 (41H)	48.10
	Gainesville	30501	04	44:37 (45H)	51.10
	Clarkesville	30523	02	44:59 (45H)	74.70
	Ellijay	30540	05	44:19 (44H)	100.10
	Athens	30601	02	45:03 (45H)	63.40
	Dewey Rose	30634	01	50:42 (46J)	96.15
	Hartwell	30643	01	46:23 (46H)	73.70
	Hull	30646	02	38:01 (38S)	35.70
	Watkinsville	30677	04	35:45 (36S)	30.25
	Valdosta	31601	01	51:38 (43K)	57.85
	Albany	31706	10	40:46 (41H)	34.80
	Plains	31780	01	34:53 (35S)	102.95
Louisiana	Galliano	70354	01	48:20 (40K)	29.00
	Montegut	70377	01	51:33 (43K)	56.23
Mississippi	Ashland	38603	02	41:06 (41S)	85.10
	Coldwater	38618	03	48:37 (45J)	77.20
	Marks	38646	01	40:35 (41S)	93.40
	Meridian	39301	05	53:23 (44K)	90.00
	Louisville	39339	05	50:30 (46J)	95.70
North Carolina	Fayetteville	28302	15	41:42 (42H)	33.20
	Mars Hill	28754	02	38:06 (38S)	78.55
Oklahoma	Ringwood	73768	01	44:12 (44J)	109.40
	Caddo	74729	01	40:24 (40S)	112.60
	Dustin	74839	01	38:48 (39S)	122.75
	Sasakwa	74867	01	40:00 (40S)	170.65
South Carolina	Lexington	29072	11	45:54 (46H)	66.75
	Anderson	29621	10	47:11 (45J)	67.95
Tennessee	Franklin	37064	04	47:28 (40K)	84.10
	Joelton	37080	01	44:25 (41J)	47.80
	Churchill	37642	04	51:13 (43K)	37.90
	Halls	38040	01	39:39 (40S)	64.75
	Paris	38242	06	44:18 (44H)	71.70
	McKenzie	38201	02	42:05 (42H)	64.05
	Humboldt	38343	03	43:51 (44H)	65.90
	Huntingdon	38344	03	37:28 (37S)	80.45
Texas	Anna	75009	01	44:35 (45H)	101.40
	Ennis	75119	02	46:44 (43J)	80.20
	Do.	75119	04	43:58 (44H)	82.15
	Red Oak	75154	04	36:02 (36S)	35.35
	Dallas	75252	05	36:43 (37S)	12.95
	Alba	75410	01	55:44 (46K)	128.20
	Paris	75460	02	54:11 (45K)	84.11
	Maud	75567	01	49:55 (46J)	100.00
	Tyler	75703	13	42:38 (43H)	30.55
	Quitman	75783	02	49:55 (45J)	109.00
	Lufkin	75901	06	46:06 (46H)	28.90
	Nacogdoches	75961	02	45:35 (42J)	70.60
	Do.	75961	05	42:25 (42H)	82.25
	Killeen	76541	05	38:24 (38S)	34.05
	McGregor	76657	02	39:46 (40S)	79.80
	Bremond	76629	01	38:00 (38S)	88.40
	Cameron	76520	03	44:14 (44H)	91.65
	Moody	76557	02	37:07 (37S)	92.50
	Port Arthur	77640	03	44:46 (45H)	29.10
	Georgetown	78626	01	42:47 (43H)	74.25
	Austin	78710	01	43:07 (43H)	68.70
	Do.	78710	13	46:06 (46H)	54.05
WESTERN REGION					
Arizona	Gilbert	85236	03	37:23 (37H)	33.90
	Phoenix	85026	04	53:47 (45K)	54.60
	Peoria	85345	02	49:49 (42K)	100.46
	Tucson	85730	11	56:10 (47K)	38.75
California	Saint Helena	94574	02	37:52 (38S)	24.55
	Modesto	95351	05	44:11 (41J)	30.67
	do.	95356	10	41:06 (41H)	30.71
	Auburn	95603	05	43:17 (43H)	36.85
	do.	95603	06	44:10 (44H)	21.90
	do.	95603	09	39:38 (39H)	27.10

VACANT REGULAR RURAL ROUTES TO BE POSTED—Continued

State	Name of Post Office	ZIP Code	Route No.	* Route classification and evaluation	Route length
Colorado	Golden	[illegible]	[illegible]	41:56 (42S)	36.00
Hawaii	Kihei	[illegible]	[illegible]	[illegible]:15 (44K)	13.80
	do	[illegible]	[illegible]	47:32 (40K)	11.00
Idaho	Meridian	[illegible]	[illegible]	[illegible]:31 (40K)	38.85
Montana	Billings	[illegible]	[illegible]	40:26 (40S)	49.45
	Sidney	[illegible]	[illegible]	51:39 (43K)	91.21
	Great Falls	[illegible]	[illegible]	35:40 (36S)	40.05
	Highwood	[illegible]	[illegible]	26:53 (27S)	09.25
	Power	[illegible]	[illegible]	23:15 (23S)	69.10
New Mexico	Albuquerque	[illegible]	[illegible]	39:09 (38H)	28.30
	Carlsbad	[illegible]	[illegible]	42:25 (42H)	33.00
Oregon	Willamina	97396	01	38:01 (38S)	52.55
	Bend	97701	10	41.37 (42H)	48.20
	Wenatchee	98801	02	48:33 (40K)	55.05
Utah	Layton	84041	02	42:49 (43H)	26.45
	do	84041	04	42:46 (43H)	25.68
	Riverton	84065	07	40:23 (40H)	31.55
Washington	Kent	98031	02	54:40 (46K)	37.55
	do	98031	06	47:19 (43J)	35.65
	Arlington	98223	06	44:00 (44H)	19.19
	Sequim	98382	08	34:49 (35S)	39.10
	Soap Lake	98851	01	44:07 (44H)	65.50
	Yakima	98903	11	46:00 (42J)	39.35
	Ellensburg	98926	01	47:05 (43J)	82.85
	Wapato	98951	03	43:56 (44H)	60.60

*The "Route Classification and Evaluation" published in this POSTAL BULLETIN may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

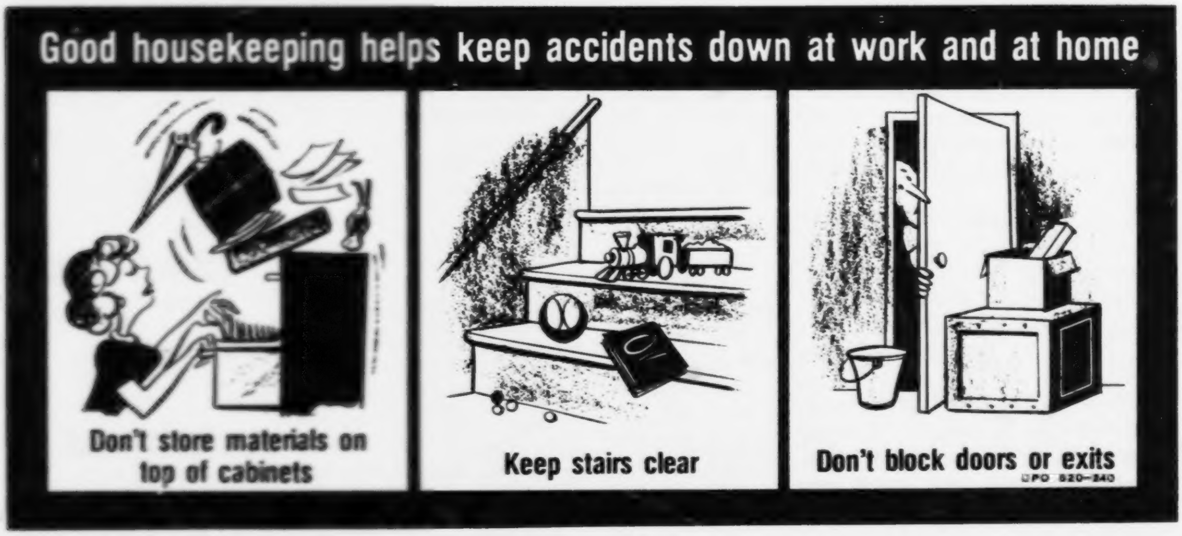
—Labor Relations Dept., 1-17-80.

UNIFORM PROGRAM—LICENSED VENDOR LISTING

Each of the following uniform vendors has received a vendor's license since distribution of Publication 136, *Licensed Vendor Listing*. These lists must be posted where they are readily available for employee's perusal.

Cobbler's Corner	12 N. Main Street	Columbiana	OH 44403
Desmond's Bootery	Prairie Mall	Dickinson	ND 58601
Footloose & Fancy	1219 P Street	Lincoln	NE 68508
Life Uniform Shop	7201 Midlothian Pike	Richmond	VA 23225
Nixon Uniform Service, Inc.	2925 Northeast Blvd.	Wilmington	
Peppy, Inc.	95 Broad Street	Elizabeth	NJ 07201
Red Wing Shoe Store	195 Downs Street	Oceanside	CA 92054
Smith's Family Bootery	226 Moody Street	Waltham	MA 02154
Suniland Shoe Service	11287 South Dixie Highway	Miami	FL 33156
Frank Wright—Men's Apparel	410 Academy Street	Cambridge	MD 21613

—Labor Relations Dept., 1-17-80.


Good housekeeping helps keep accidents down at work and at home
Don't store materials on top of cabinets
Keep stairs clear
Don't block doors or exits
GPO 820-240

POST OFFICE CHANGES NO. 7

(Supplemental to 1980 National ZIP Code and Post Office Directory.)

Abbreviations: B=Branch. C=City Delivery. Conv.=Converted. CPO=Community Post Office. Disc.=Discontinued. Estab.=Established. F=Finance. Fac.=Facility. I=Independent Post Office. IC=Independent City. MOU=Money Order Unit. MPO=Main Post Office. MR=Mailing Restrictions (from Part 126 PSM) apply. NP=Nonpersonnel. NZCD=National ZIP Code and Post Office Directory. P=Postal facility discontinued, name retained for address purposes. Resc.=Rescinded. S=Station. x=Classified. (Contract stations and branches do not have the symbol "x" following the symbol of type of installation.)

Symbols: (1)=Officially closed on date shown. Notice is for administrative record purposes. (2)=Officially established on date shown. Notice is for administrative record purposes. (3)=All services previously terminated. Date shown is official discontinued date for administrative purposes.

State	Name of post office	County/parish	Name of station, branch, or unit	Type S/B	ZIP Code	Change action	Effective date	Explanation of change
AL	Yantley	Choctaw		I	36924	Delete	2-22-80	PO disc, Change ZIP Code only. Continue address of Yantley, AL.(3)
AL	do	do		P	36912	Add	2-22-80	
AR	Mena	Polk	Pine Ridge [1]	CPO	71966	Delete	10- 5-79	CPO Parent PO changed. Amend PB 21214 to correct ZIP Code shown.
AR	Oden	Montgomery	do	CPO	71966	Add	10- 5-79	
GA	Marietta	Cobb	Sand Town	B	30060	Delete	1- 1-80	B disc. Retain ZIP Code.(1)
GA	Morrow	Clayton	Lake City	CPO	30252	Delete	1- 1-80	CPO and ZIP Code disc.(1)
IN	Terre Haute	Vigo	Twelve Points	Sx	47804	Delete	11- 2-79	Sx conv. to S. Retain ZIP Code.
IN	do	do	do	S	47804	Add	11- 3-79	
IA	Bremer	Bremer		I	50610	Delete	2-22-80	PO disc. Change ZIP Code only. Continue address of Bremer, IA.(3)
IA	do	do		P	50677	Add	2-22-80	
KS	Rice	Cloud		I	66965	Delete	2-22-80	PO disc. Change ZIP Code only. Continue address of Rice, KS.(3)
KS	do	do		P	66901	Add	2-22-80	
MI	Novi	Oakland		I	48050	Add	12-26-79	C estab.
MO	Brookline Station	Greenfield	Batterfield	CPO	65619	Delete	4-27-79	Amend PB 21209 and PB 21223 to name of CPO estab.
MO	do	do	Battlefield	CPO	65619	Add	4-27-79	
NC	Raleigh	Wake	Crabtree	Sx	27612	Delete	10-30-79	Amend PB 21220 to correct ZIP Code shown.
NC	do	do	Crabtree Valley [2]	Sx	27612	Add	10-30-79	
WV	McAlpin	Raleigh		I	25869	Delete	2-22-80	PO disc. Change ZIP Code only. Continue address of McAlpin, WV. (3)
WV	do	do		P	25921	Add	2-23-80	

[1] CPO is located in Montgomery County.

[2] ZIP Code 27622 is assigned to PO boxes only at Crabtree Valley Station.

—Delivery Services Dept., 1-17-80.

ADC Implementation—Headers, LSM Labels

Because of the large workload of case headers, rack headers, and LSM labels, the Eastern Area Supply Center will be unable to meet the requirements of field offices by February 18, 1980. It is believed that all ADC headers in the standardized format will be printed and shipped prior to implementation.

Offices which have submitted ADC case and rack header orders prior to issuance of the standardized format are not to resubmit their order. The orders will be filled in the standardized format as the supply center workload permits.

Offices not receiving headers or LSM labels by January 25, 1980 are to make or obtain temporary labels and headers until their orders are filled and received. At that time the temporary labels and headers are to be replaced with those provided by the Eastern Area Supply Center.—*Mail Processing Dept., 1-17-80.*

Domestic Orders

False Representation. Enforced by postmasters at cities listed:

State/City	*Name(s) Covered*
IL, Bridgeview 60454	Nature's Edge Products P.O. Box 1831
NY, New York 10010	Don Jefferies 175 Fifth Avenue
NY, Bronxville 10708	Don Jefferies 27 Milburn Street
NY, New York 10038	Mr. Gene Glass 150 Broadway Office Suite Number #915 National Business Exchange
PA, Carnegie 15106	American Switchboard Association 6 East Mall Plaza
NY, Peekskill 10566	American Switchboard Association 104 South Division Street
IL, Chicago 60608	Chris Griffith a/k/a Chris Griffin Div. V, Suite 2-G 2700 South California
IL, Chicago 60612	Chris Griffith a/k/a Chris Griffin 2740 West Wilcox

—Judicial Officer, 1-17-80.

LET'S REDUCE COSTS.

DOUBLE CHECK

ITEM NUMBERS

AND QUANTITIES

ON ALL

ACCOUNTABLE

PAPER REQUISITIONS.

MISSING OR STOLEN U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Insert any interim notices in sequence.
A. New Style. (Listed below). The actual serial numbers consist only of the first 10 digits. Destroy the PB 21227 article.
B. Old Style. The listing from PB 21148 is still valid. **C. Counterfeit.** The listing from PB 21190 is still valid.

165 705 7000 to 7999
167 061 1632 to 1699
167 982 3712 to 3799
173 960 5125 to 5699
184 342 9002 to 9099
190 137 2592 to 2699
193 127 0723 to 0799
193 273 8600 to 8999
193 991 8310 to 8319
194 519 7600 to 8099
195 263 7000 to 8999
195 322 5400 to 5699
197 427 0113 to 0149
198 354 3000 to 3099
199 567 1359 to 1999
203 297 6000 to 7499
203 619 3700 to 3999
203 851 6800 to 6899
203 977 4500 to 4775
204 108 8000 to 9999
206 493 4600 to 4799
206 793 5600 to 6499
208 287 8700 to 8899
208 385 5000 to 6999
209 728 2600 to 3099
210 176 8200 to 8599
210 868 4500 to 4699
211 238 0459 to 0999
211 436 5608 to 5699
211 526 0515 to 0599
211 527 2600 to 3099
211 682 3100 to 3599
212 420 2319 to 2399
212 791 9500 to 9599
213 123 9827 to 9999
213 578 4229 to 4399
213 822 5800 to 6299
214 158 2955 to 2999
214 159 4800 to 4999
215 043 7926 to 8199
215 532 5100 to 5399
215 538 0200 to 0499
216 678 6072 to 6999
217 210 7100 to 7299
217 241 5400 to 5799
217 268 2574 to 2699
217 667 3400 to 3599
217 672 4200 to 4599
217 902 4181 to 4299
218 755 4591 to 4699
218 976 2200 to 2399
220 350 0000 to 0999
221 371 4600 to 4999
221 626 2100 to 2299
221 661 5318 to 5499
222 224 8100 to 8499
222 510 0300 to 0499
222 536 2000 to 2299
224 057 4061 to 4299
224 206 6395 to 6499
224 554 9830 to 0399
225 268 1655 to 1799
225 711 9700 to 9999
225 712 0000 to 0999
225 767 2000 to 2299
226 904 0500 to 0599
227 097 4600 to 4699
227 254 9800 to 0099
227 611 4000 to 4599
228 660 5976 to 5999
229 117 4866 to 4999
229 346 9900 to 9999
229 434 3500 to 3599
229 434 3866 to 3899
229 531 9700 to 9899
229 563 1918 to 1999
229 576 1732 to 1799
229 576 1800 to 1899
229 585 4570 to 4599
230 035 4759 to 4799
230 099 6300 to 6399
230 406 2975 to 2999
230 577 6515 to 6599
230 826 8683 to 8799
231 126 6475 to 6499
231 147 0883 to 1499
231 507 1423 to 1499
231 525 7893 to 7999
231 651 8280 to 8299
231 686 0010 to 0099
231 725 2789 to 2799
231 770 2751 to 2762
231 873 7928 to 7999
232 295 7249 to 7599
232 319 6535 to 6599
232 426 6620 to 6699
232 665 0292 to 0399
233 262 7907 to 7999
233 407 5872 to 5899
233 453 8902 to 8929
233 516 6100 to 6199
233 638 1200 to 1799
233 845 9000 to 9099
234 031 6456 to 6999
234 064 8437 to 8499
234 261 4500 to 4599
234 398 5527 to 5599
234 431 3655 to 3699
234 500 2944 to 2999
234 659 4000 to 4199
234 659 8700 to 8999
234 742 1948 to 1999
234 802 1060 to 1199
234 997 1000 to 1599
235 254 2060 to 2099
235 439 6181 to 6299
235 644 7061 to 7099
235 925 8767 to 8799
236 145 5082 to 5099
236 388 4842 to 5099
236 467 6573 to 6599
236 566 2555 to 2599
236 571 9759 to 9781
236 576 9520 to 9599
236 656 6422 to 6499
236 755 8000 to 8099
236 937 5803 to 5999
236 941 5400 to 5499
237 413 7500 to 7599
237 423 4111 to 4199
237 457 5600 to 5699
237 457 5800 to 5899
237 574 8657 to 8799
237 702 6823 to 6899
237 702 6921 to 6999
238 165 7700 to 7799
238 169 7587 to 7599
238 377 4508 to 4599
238 377 4607 to 4699
238 586 3100 to 3299
239 199 0700 to 1099
239 204 9916 to 9999
239 481 4728 to 4799
239 549 7116 to 7499
239 575 2000 to 2199
239 596 4800 to 4999
239 640 5708 to 5728
239 724 1489 to 1499
239 985 7000 to 7499
240 042 3151 to 3169
240 108 6501 to 6599
240 252 6400 to 6899
240 256 2900 to 3199
240 559 4363 to 4399
240 639 3561 to 3599
240 855 7000 to 7099
240 901 5900 to 5999
241 081 9274 to 9299
241 224 7209 to 7299
241 685 5124 to 5199
241 694 1800 to 1899
241 753 7766 to 7799
241 902 2600 to 2799
242 021 2262 to 2499
242 327 4984 to 4999
242 576 1609 to 1699
242 585 4155 to 4299
242 591 4500 to 4699
242 605 0000 to 0999
242 621 8314 to 8399
242 781 0789 to 0799
242 816 1337 to 1399
243 112 4109 to 4120
243 228 7200 to 7499
243 766 6730 to 6799
243 805 0000 to 0299
243 906 7800 to 8199
244 299 2000 to 2199
244 366 8800 to 8899
244 381 3024 to 3099
244 525 0719 to 0799
244 657 7700 to 7899
244 678 2333 to 2499
244 742 7748 to 7799
244 743 7100 to 7399
244 895 5575 to 5599
245 103 9300 to 9399
245 118 6754 to 6768
245 279 1420 to 1499
245 279 1510 to 1599
245 591 1626 to 1799
245 695 0346 to 0399
245 973 2677 to 2699
246 076 7300 to 7399
246 155 4048 to 4099
246 155 5000 to 5499
246 402 6511 to 6599
246 608 6300 to 6399
246 609 9545 to 9799
246 741 2082 to 2099
246 816 2600 to 2699
246 973 1372 to 1399
247 012 0500 to 0599
247 066 9300 to 9399
247 113 5635 to 5699
247 490 1960 to 1999
247 490 2086 to 2099
247 497 4000 to 4099
247 544 0200 to 0214
247 556 1932 to 2999
247 575 4400 to 4499
247 579 4903 to 4999
247 929 6417 to 6799
247 983 1511 to 1899
248 244 7246 to 7299
248 317 7624 to 7699
248 397 2163 to 2199
248 423 4864 to 4999
248 440 7916 to 7971
248 718 7317 to 7399
249 680 4872 to 4899
249 945 6900 to 6999
249 996 6000 to 6099
249 996 6300 to 6499
250 452 4971 to 4999
250 483 0600 to 0699
250 547 7046 to 7099
250 565 7029 to 7099
250 833 7200 to 7399
250 991 9778 to 9799
251 518 6281 to 6399
251 964 6056 to 6199
252 235 4400 to 4499
252 235 4581 to 4899
252 432 6988 to 6999
252 828 0500 to 0999
253 293 5931 to 5940
253 446 4033 to 4099
800 502 3000 to 3999
800 941 7900 to 7999
801 278 3600 to 3999
801 579 6056 to 6098
801 629 1900 to 1999
802 029 5199 to 8999
802 265 0575 to 1999
802 774 0000 to 4999

UNITED STATES POSTAL SERVICE
WASHINGTON, D.C. 20260
OFFICIAL BUSINESS

PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE, $300

U.S.MAIL

FIRST CLASS

Schedule. The Postal Bulletin is published every Thursday by the Directives and Forms Division of the U.S. Postal Service, Washington, DC 20260.

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U.S. Government Printing Office
Washington, DC 20402
Single copy: 70 cents
Subscription: $35, $8.75 additional for foreign mailing
Postal facilities:
For one time orders, send Form 7380 to the Eastern Area Supply Center.
To change quantity received, send Form 1286 to the Directives and Forms Division, giving justification.

21229

UNITED STATES POSTAL SERVICE
U.S. MAIL

postal bulletin

PB 21229—January 24, 1980—8 Pages

All Installations With Friden Postage Meters

Friden Postage Meters

Friden Model 9222 postage meter heads, delivered to the Postal Service in 1969 through 1971, use a single wheel to print the year on the meter stamp. These year wheels started to expire in 1978, and a number of them will expire each year through 1982.

If your facility has a Friden Model 9222 postage meter head that contains a year wheel that has expired, you have two service methods available for updating your meter. These are:

1. Friden will replace the *old* year wheel with a new one that has a 13-year life, rebuild the meter, and provide a loaner meter during the rebuilding process. The total cost will be $219. Treat payments as local disbursements after the rebuilt meter is installed. To authorize meter head repair, furnish the Friden representative Form 7444, *Counter-Purchase Receipt,* and two registered, preaddressed penalty labels. Address one penalty label for return of the meter head to your Friden representative and the other as follows:

FME Mailing Equipment
1555 Industrial Way
Sparks, Nevada 89431
Attn: Meter Repair Center

2. Friden will replace only the *old* year wheel with a new one that has a 13-year life. No loaner meter or other repair to the meter head will be provided. The repair will be done within 24 hours. Total cost will be $31 for year wheel and labor. Treat payment as a local disbursement. To authorize this repair, contact the nearest Friden branch office and furnish them with Form 7444, *Counter-Purchase Receipt,* and one registered, pre-addressed penalty label for return of the meter head to your facility. If your facility is located near a Friden branch office, deliver the meter head to them to expedite this service.

If your Friden meter head will expire in 1981 or 1982, you may have your meter rebuilt as described in 1 above, beginning A/P 8, April 19, 1980.—*Delivery Services Dept., 1-24-80.*

Zip Code Directory—Information Survey

Retail clerks are requested to provide background information of ZIP Code Directory users, and a daily resume of directory sales, by using a *Customer Information Survey Card,* made available for that purpose.

Each postal unit will receive a supply of the 4″ x 6″ survey card by February 1, 1980. Each purchaser of Publication 65 is asked to complete the survey card, which will be used to develop a national user file, providing information on who purchases ZIP Code Directories, and where they are used. Completion of the card will also furnish a daily resume of sales activity, including discounted sales.

Retail Clerks

Before completing each Publication 65 sale:

1. While customers are still at the window, ask them to complete a *Customer Information Survey Card* explaining the reason for the request.

2. Complete the lower section of each card before going on to the next customer. Complete the lower portion of the card, even if the customer does not complete the top of the card.

3. Report on the lower section of the card:

a. Number of directories or cases sold to this customer.

b. Number of front covers turned in by this customer.

c. Amount received from this customer.

4. Enter the transaction on Form 3317, *Retail Products—Clerks Daily Sales Record* (where used).

5. Completed cards and all front covers received for discount purchases, will be used to determine the amount of money identified on Form 3317 (where used) and on Form 1412, the clerks *Daily Financial Report* as Retail Sales Revenue, AIC 093. The cards and front covers will be turned in with the clerk's 1412 each day.

These instructions appear on the back of each Customer Information Survey Card.

Continued on p. 2

Official Mail—Size Standards

Postal Bulletin 21196, 6-28-79, page 2, provided special instructions to post offices for handling *official U.S. Government (penalty) mail* which does not meet the new minimum size standards or is subject to the nonstandard size surcharge. With the exception of metered Official Mail, these instructions apply to *all* official mail, both franked and penalty.

Official mail which is nonstandard in size and bears the official meter indicia must reflect the surcharge in the postage amount indicated in the meter imprint. If the surcharge is not included in the postage amount, return the surchargeable mail to the sender for payment of the additional postage using the same procedures in effect for non-official mail subject to the surcharge.

Questions concerning the size standards as they apply to penalty and franked mail should be directed to the Manager, Government Revenue and Examination Branch, Accounting Division, Finance Department, USPS, Washington, DC 20260.—*Finance Dept., 1-24-80.*

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Modification Work Orders

From October 6 through December 28, 1979, the following Modification Work Orders were published and distributed by the Maintenance Technical Support Center, Office of Maintenance Management (MTSC/OMM):

Number	Subject	Distribution
MWO-1-80	Rate Change Modification for SI-5 and SI-10 Stamp Vending Machines.	Regional General Managers; Maintenance Management Divisions; Area Maintenance Offices; Maintenance Capable Offices; SSPC Technicians.
MWO-2-80	ESP Crystal Clock Modification, ECBD-8-79.	MPLSM/ZMT/ESP Offices; District Offices; Regional General Managers, Maintenance Management Divisions.
MWO-3-80	Rate Change Modification for SI-15, SI-20, SI-30, SI-115, SI-120, and SI-300 Stamp Vending Machines; ECBD-21-79.	Regional General Managers, Maintenance Management Divisions; Area Maintenance Offices; Maintenance Capable Offices; SSPC Technicians.
MWO-4-80	Modification of PCVM Model GSM-76 to Vend 3½ x 5½ Postal Cards; ECBD 17-79.	Regional General Managers, Maintenance Management Divisions; Regional Managers, District Managers, Retail Sales; Postmasters, Sectional Center Facilities; Area Maintenance Offices; SSPC Technicians.

—Engineering & Technical Support Dept., 1-24-80.

Continued from p. 1

Station/Unit Manager

1. Verify the number of front covers turned in and the discounts reported for front covers on the Information Survey Card.

2. Tear the front covers in half and dispose of as trash.

3. Forward all completed information survey cards daily to the Director of Customer Services, Management Sectional Center.

Management Sectional Center

1. Batch the Customer Information Survey Cards by Accounting Period as they are received.

2. MSC Director of Customer Services will be responsible for preparing a summary report of ZIP Code Directory sale information each Accounting Period.

a. Number of Directories sold.

b. Number of front covers turned in.

c. Total Revenue.

3. Each Accounting Period:

a. Mail one copy of the summary report to the Regional Customer Programs Division, Attention: ZIP Code Directory Sales Coordinator.

b. Mail one copy of the summary report and the batched Customer Information Summary Cards to:

Delivery Services Department
Retail Resources Branch, DS322
Attention: K. E. Graham, rm. 7237
475 L'Enfant Plaza, SW
Washington, DC 20260

—Delivery Services Dept., 1-24-80.

Security Force—Summer Trousers

Effective April 2, 1980 the following uniform fabrics will be approved for wear and use on an optional basis in summer security force trousers:

1. Cloth, texturized, woven tropical, 100% polyester conforming to specification USPSUQC #81.

2. Cloth, tropical, blend of polyester/acrylic conforming to specification USPSUQC #21.—*Labor Relations Dept., 1-24-80.*

Electronic Fund Transfers

Effective immediately, customers may pay postage and make advance deposits directly to the post office bank by electronic funds transfer. Handbook F-1, *Financial Handbook for Post Offices,* will be revised as follows:

343.7 Electronic Funds Transfer (EFT)

.71 Definition

Electronic Funds Transfer (EFT) is a method for customers to pay postage, particularly trust fund deposits, by transferring funds from their bank accounts directly to a post office bank account. This is sometimes called a wire transfer of funds.

.72 Procedure

When a request to use EFT is received from a customer, the postmaster contacts the Regional Director, Finance Department, for authorization and instruction—*Finance Dept., 1-24-80.*

Medical Agreements

The existing medical agreement form used by the Postal Service when entering contractual arrangements with doctors or clinics has been converted to a preprinted Form 7314, *Medical Agreement.* After this notice all medical agreements must be on this new form. Regional medical directors and Regional Employee and Labor Relations Departments may obtain the form from the Assistant for Procurement Policy, Procurement and Supply Department, Room 1516, USPS, Washington, DC 20260.—*Procurement & Supply Dept., 1-24-80.*

February Social Security Checks

The Treasury Department has advised that February Social Security Benefit Checks are to be delivered on Friday, February 1, 1980. The envelopes for these payments will bear the following endorsement:

Postmaster: Requested Delivery Date is the first day of the Month

Postmasters and supervisors are asked to plan to complete delivery of these checks on the date specified above.—*Mail Processing Dept., 1-24-80.*

VACANT REGULAR RURAL ROUTES LISTING NO. 80–7

The vacant rural routes listed below will be posted for bid in accordance with the USPS–NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this POSTAL BULLETIN. Those rural carriers having special bidding rights as defined in the USPS–NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
CENTRAL REGION					
Illinois	Waukegan	60085	01	48:04 (44H)	20.10
	Peoria	61601	06	38:27 (38S)	12.95
	Girard	62640	02	32:55 (33S)	68.60
	Springfield	62703	08	39:35 (44K)	39.35
Indiana	Alexandria	46001	01	43:33 (44H)	48.52
	Monterey	46960	01	38:45 (39S)	90.00
	Washington	47501	01	39:21 (39S)	62.60
Iowa	Jamaica	50128	01	40:07 (40S)	103.90
	Maxwell	50161	01	39:40 (40S)	89.80
	Gowrie	50543	01	37:39 (38H)	91.80
	Whittemore	50598	01	38:46 (39H)	89.63
	Denison	51442	03	43:33 (44H)	68.55
	Stanton	51573	01	46:36 (43J)	101.60
	Manchester	52057	03	53:48 (54K)	76.30
	Bettendorf	52722	02	40:38 (41H)	23.95
	Blue Grass	52726	02	38:13 (38S)	40.80
Kansas	Junction City	66441	02	57:22 (48K)	56.90
Kentucky	Pikeville	41501	05	40:45 (41S)	64.80
	Murray	42071	07	48:47 (41K)	71.00
Michigan	Ann Arbor	48106	07	47:35 (44J)	44.30
	Port Hope	48468	01	41:48 (42S)	91.41
	Bay City	48706	02	39:52 (40H)	39.98
	Ashley	48806	02	32:03 (32S)	68.85
	Comstock Park	49321	04	45:44 (42J)	12.60
	Rockford	49341	03	45:12 (45H)	53.15
	Gaylord	49735	01	43:38 (44H)	82.84
Minnesota	Glenco	55336	03	44:10 (44H)	89.60
	Kimball	55353	01	42:45 (43S)	80.10
	Foreston	56330	01	34:16 (34S)	74.64
	Freeport	56331	01	38:35 (39S)	97.15
	Long Prairie	56347	04	47:49 (44J)	98.77
	New York Mills	56567	01	27:55 (28S)	55.70
	Red Lake Falls	56750	01	44:28 (41J)	90.80
Missouri	St. Charles	63301	02	47:26 (43J)	56.90
	Kahoka	63445	03	40:20 (40S)	100.90
	Weston	64098	01	40:06 (40S)	83.20
	Kansas City	64108	19	46:21 (46H)	35.00
	Lebanon	65536	05	41:28 (41S)	75.20
Nebraska	Dodge	68633	01	42:30 (43S)	109.79
North Dakota	Walcott	58077	01	40:10 (40H)	114.10
	Williston	58801	01	45:20 (42J)	78.50
Ohio	Zanesville	43701	06	45:58 (46H)	40.70
	Belmont	43718	01	53:41 (45K)	76.40
Wisconsin	Cedarburg	53012	02	42:15 (42H)	37.85
	Sheboygan Falls	53085	02	42:38 (43H)	45.55
EASTERN REGION					
Maryland	Clarksburg	20734	02	35:53 (36S)	34.50
	Westminster	21157	09	50:28 (46J)	53.20
New York	Red Creek	13143	02	35:46 (36S)	57.50
	Milford	13807	01	28:04 (28S)	44.00
	Oneonta	13820	02	47:25 (40K)	37.45
	Oxford	13830	02	40:39 (41S)	75.70
	Angola	14006	04	50:12 (46J)	24.80
	Gasport	14067	03	35:12 (35S)	23.50
	Marion	14505	03	33:30 (34S)	24.90
	Victor	14564	04	37:11 (37S)	45.40
	Hornell	14843	01	42:59 (43H)	79.60
Pennsylvania	Erie	16501	10	48:45 (45J)	24.45
	Wellsboro	16901	02	52:42 (44K)	79.70
	Marysville	17053	01	56:30 (47K)	46.00
	Orrstown	17244	01	33:41 (34S)	48.60
	Gettysburg	17325	03	47:07 (43J)	51.43
	do	17325	07	40:54 (41H)	47.30
	Stroudsburg	18360	06	48:58 (41K)	58.40
	Tunkhannock	18657	02	44:48 (45H)	60.60
Virginia	Virginia Beach	23458	04	42:03 (42H)	75.50
	Wytheville	24382	04	51:06 (43K)	54.70
	Rustburg	24588	03	52:15 (44K)	38.25
West Virginia	Parkersburg	26101	11	36:18 (36S)	29.00
	Rivesville	26588	01	35:19 (35S)	46.45
NORTHEAST REGION					
Massachusetts	Plymouth	02360	01	44:13 (44H)	33.74
New Hampshire	New Ipswich	03071	01	55:16 (43K)	57.08
Maine	Oakfield	04763	01	29:45 (30S)	73.10
New York	Schuylerville	12871	01	54:41 (46K)	73.30
	Malone	12953	03	39:04 (39S)	54.30
SOUTHERN REGION					
Alabama	Warrior	35180	04	47:31 (44J)	89.95
	Tuscaloosa	35403	05	45:16 (45H)	45.06
	Andalusia	36420	04	42:43 (43H)	94.05
Arkansas	Helena	72343	01	52:14 (44K)	72.10
	Rector	72461	02	36:20 (36S)	93.15
	Heber Springs	72543	02	53:35 (45K)	57.15
	Rogers	72756	06	55:23 (46K)	121.00
Florida	Bonifay	32425	01	43:31 (44H)	87.90
	Ocala	32670	05	44:56 (41J)	51.00
	Leesburg	32748	14	43:06 (43H)	25.40
	Seffner	33584	02	50:35 (46J)	20.30
	Punta Gorda	33950	13	38:55 (39S)	43.08
Georgia	LaFayette	30728	01	45:24 (42J)	77.50
	Leesburg	31763	04	42:22 (42H)	81.95
Mississippi	Jackson	39208	10	35:46 (36S)	43.25
	do	39209	07	37:24 (37S)	38.65
North Carolina	Catawba	28609	01	37:50 (38S)	58.00
Oklahoma	Choctaw	73020	07	42:00 (42H)	24.35
	Kingfisher	73750	02	40:05 (40S)	90.07
	Muskogee	74401	06	39:30 (40S)	47.80
	Keota	74941	01	48:05 (44J)	131.60
South Carolina	Gaffney	29340	03	45:54 (46H)	73.90
	Florence	29501	07	48:49 (41J)	37.95
	Andrews	29510	04	44:04 (44H)	77.50
Tennessee	Ooltewah	37363	04	48:44 (41K)	39.25
	Soddy Daisy	37379	05	52:52 (44K)	36.05
	Chattanooga	37409	03	52:13 (44K)	39.80
	Greenfield	38230	01	39:41 (40S)	80.35
	Lawrenceburg	38464	07	47:40 (40K)	55.05
Texas	Rowlett	75088	02	43:49 (44H)	20.75
	Hallettsville	77964	03	52:05 (43K)	127.70
WESTERN REGION					
Arizona	Apache Junction	85220	05	50:19 (42K)	14.55
	Tucson	85726	04	46:26 (43J)	40.45
California	Hanford	93230	01	50:27 (42K)	80.87
	Bakersfield	93302	04	53:09 (44K)	94.75
	Madera	93637	08	42:36 (43H)	59.95
	Clarksburg	95612	01	39:13 (39S)	68.71
Colorado	Loveland	80537	05	36:07 (36H)	28.90
	Holly	81047	01	31:39 (32S)	86.20
Idaho	Boise	83709	03	48:33 (40K)	30.25
	Do	83709	09	41:58 (42H)	34.30
Montana	Dagmar	59219	01	17:10 (17S)	51.66
	Redstone	59257	01	11:58 (12S)	34.60
	Vida	59274	01	22:36 (23S)	55.60
	Dutton	59433	01	31:34 (32S)	98.77
	Helena	59601	01	46:07 (42J)	45.00
Nevada	Fallon	89406	01	51:24 (43K)	73.54
Oregon	St. Helens	97051	04	41:20 (41H)	30.20
	Cave Junction	97523	01	51:41 (43K)	59.55
Washington	Shelton	98584	03	46:29 (43J)	42.75

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*The "Route Classification and Evaluation" published in this POSTAL BULLETIN may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

—Labor Relations Dept., 1–24–80.

Maintenance Bulletins

From October 6 through December 28, 1979, the following Maintenance Bulletins were published and distributed by the Maintenance Technical Support Center, Office of Maintenance Management (MTSC/OMM):

Number	Subject	Distribution
MMO-1-80	Emergency Operation of ESP MPL SM Model 140/141 Without Minor CPS Encoder.	MPLSM/ZMT/ESP Offices; District Offices; Regional General Managers, Maintenance Management Divisions.
MMO-2-80	Defective ESP Printed Wiring Boards.	MPLSM/ESP/ZMT Offices; District Offices; Regional General Managers, Maintenance Management Divisions.
MMO-3-80	Field Maintenance of AM 14-75 Data Recorder (Money Order Imprinter).	Sectional Center Facilities; Regional General Managers, Maintenance Management Divisions.
MMO-4-80	Master Maintenance Checklists; UBM Single Position Letter Sorting Machine (SPLSM).	SPLSM Offices; District Offices; Regional General Managers, Maintenance Management Divisions.
MMO-5-80	Master Maintenance Checklists; Automatic Business Mail Processing System II (ABMPS II).	ABMPS Offices; District Offices; Regional General Managers, Maintenance Management Divisions.
MMO-6-80	Master Maintenance Checklists; Single Position Flat Sorting Machine (SPFSM).	SPFSM Offices; District Offices; Regional General Managers, Maintenance Management Divisions.
MMO-7-80	Treatment of Cooling Tower Water to Control Disease Microorganisms.	Regional General Managers, Maintenance Management Divisions; District Offices; Maintenance Capable Offices; Area Maintenance Offices.
MMO-8-80	Preventive Maintenance to Boilers and Hot Water Heaters.	Regional General Managers, Maintenance Management Divisions; District Offices; Maintenance Capable Offices; Area Maintenance Offices; Boiler Inspectors; Building Management Engineering Offices.
MMO-9-80	Names and Duty Stations of USPS Certified Elevator; Low Pressure Boiler and Unfired Pressure Vessel Inspectors.	Regional General Managers, Maintenance Management Divisions; District Offices; Maintenance Capable Offices; Area Maintenance Offices; USPS Boiler and Elevator Inspectors.
MMO-10-80	Central Repair of CCTV Equipment and RCA Tac Tec Radios at WASC.	Regional General Managers, Maintenance Management Divisions; Area Maintenance Offices; Maintenance Capable Offices.
MMO-11-80	Obsolete Beam Scales	Area Maintenance Offices; Maintenance Capable Offices; Regional General Managers, Maintenance Management Divisions.

—Engineering & Technical Support Dept., 1-24-80.

Threatening Mail

Mail which is addressed to President Jimmy Carter; his wife, Rosalynn Carter; his son, Jeffrey Carter; his daughter, Amy Carter; Vice President Walter F. Mondale or his wife, Joan Adams Mondale; or to presidential candidate Edward M. Kennedy; on the outside wrapper of which is written a threat directed against the addressee, or which otherwise appears threatening to the addressee, shall be immediately detained, and the Inspection Service shall be promptly notified of the detention. The Inspection Service may arrange for the prompt delivery of such mail to the Director of the Secret Service or his designated agent, instead of the addressee.

The individuals named above have specifically consented in writing to the security arrangements described above. These arrangements therefore do not apply to future Presidents and Vice Presidents or their families, or to any other presidential candidates.

Employees are reminded that existing mail security and mail cover regulations (DMM 115, ASM 213) continue in effect unchanged, so that, among other things: (1) postal employees shall not deliver to agents of the Secret Service any mail which is not addressed to such agents; (2) employees shall not report any information on the cover of any mail in postal custody to agents of the Secret Service; (3) employees shall not divulge or deliberately read the message contents of post cards; and, (4) requests by Secret Service agents assigned to protect the President, the Vice President, presidential candidates, or their immediate families, for access to, or information about, undelivered mail in postal custody, shall be referred to the Inspection Service.—*Inspection Service, 1-24-80.*

Travel Advance Form

Standard Form 1038, *Application and Account for Advance of Funds,* as recently revised, is not appropriate for the Postal Service. Standard Form 1038 has, therefore, been replaced by Form 1011, *Application for Travel Advance.*

Destroy SF Form 1038 and use Form 1011 when applying for a travel advance. Forms 1011 are available at the Eastern and Western Area Supply Centers.—*Finance Dept., 1-24-80.*

UNEMPLOYMENT COMPENSATION

The regional and state summaries below show a comparison of the USPS's unemployment compensation liability during FY 1979 and the same period last year (SPLY). This liability represents *actual state billings* received from the state emploment security agencies through the U.S. Department of Labor. Our nationwide unemployment compensation liability during FY 1979 has reached $20,486,140, with second quarter cost data for one state, third quarter cost data for one state, and fourth quarter cost data for seven states not available at this time.

Based on the receipt of additional quarterly bills, the USPS FY 1978 unemployment compensation liability (actual state billings) has reached $32,725,888, with fourth quarter cost data for seven states not available at this time.

Due to the present difficulties being experienced with the Automated ES-931 System located at the postal data centers, many postal managers may receive requests from their respective USPS state coordinators for employee wage and separation information. It is essential that this information be provided as expeditiously as possible. Questions relating to the use of Unemployment Compensation Codes (600 series), Code 542, and additional separation remarks on the Form 50 Worksheet should be directed to your respective USPS state coordinator.

UNEMPLOYMENT COMPENSATION COSTS

Regional Summary—Fiscal Year 1979

Region	*FY 1979*					*FY 1978 SPLY*
	Qtr. 1	*Qtr. 2*	*Qtr. 3*	*Qtr. 4*	*Total*	
Central	[1] $1, 922, 202	$1, 943, 761	$1, 576, 917	[4] $1, 355, 390	[1,4] $6, 789, 270	[8] $10, 186, 599
Eastern	1, 120, 364	1, 068, 755	815, 503	[5] 351, 995	[5] 3, 356, 617	5, 204, 334
Northeast	2, 138, 937	[2] 1, 971, 816	1, 264, 757	[6] 641, 884	[2,6] 6, 017, 394	[8] 8, 828, 399
Southern	455, 509	385, 563	322, 829	456, 410	1, 620, 311	2, 471, 943
Western	1, 133, 425	1, 050, 662	[3] 256, 350	[7] 262, 111	[3,7] 2, 702, 548	[8] 6, 034, 613
National	[1] $6, 770, 437	[2] $6, 420, 557	[3] $4, 227, 356	[4-7] $3, 067, 790	[1-7] $20, 486, 140	[8] $32, 725, 888

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[1] Includes fourth quarter FY 1978 (09/30/78) costs for Minnesota. The data for Quarter 4, FY 1978, and Quarter 1, FY 1979, were combined on the billing.

[2] Quarter 2 cost data for the Virgin Islands not available at this time.

[3] Quarter 3 cost data for California not available at this time.

[4] Quarter 4 cost data for Michigan not available at this time.

[5] Quarter 4 cost data for New Jersey, Pennsylvania, and Virginia not available at this time.

[6] Quarter 4 cost data for Connecticut, New Jersey, and Rhode Island not available at this time.

[7] Quarter 4 cost data for California not available at this time.

[8] Quarter 4, FY 1978, cost data for Alaska, Connecticut, Massachusetts, New Hampshire, Virgin Islands, Minnesota and Wisconsin not available at this time.

UNEMPLOYMENT COMPENSATION COSTS

State Summary—Fiscal Year 1979

States	*FY 1979*					*FY 1978 SPLY*
	Qtr. 1	*Qtr. 2*	*Qtr. 3*	*Qtr. 4*	*Total*	
Alabama	$12, 493	$7, 005	$20, 711	$35, 280	$75, 489	$77, 473
Alaska	59, 614	60, 371	56, 132	45, 073	221, 190	[5] 246, 001
Arizona	14, 730	15, 403	12, 701	13, 056	55, 890	103, 269
Arkansas	15, 378	11, 713	10, 018	15, 819	52, 928	72, 238
California	824, 542	728, 119	...	...	1, 552, 661	4, 450, 058
Colorado	32, 054	34, 773	22, 977	22, 049	111, 853	171, 280
Connecticut	129, 529	113, 245	92, 934	...	335, 708	[5] 727, 793
Delaware	14, 738	12, 432	10, 043	15, 882	53, 095	66, 349
D.C. (Wash.)	273, 106	231, 840	183, 459	208, 044	896, 449	955, 567
Florida	92, 612	57, 910	53, 278	128, 295	332, 095	343, 092
Georgia	54, 328	51, 331	43, 979	45, 046	194, 684	294, 911
Hawaii	21, 980	9, 303	6, 524	23, 900	61, 707	44, 743
Idaho	1, 876	9, 421	1, 565	3, 736	16, 598	28, 190
Illinois	796, 487	753, 751	655, 820	628, 121	2, 834, 179	4. 952, 963
Indiana	28, 956	29, 964	33, 310	33, 504	125, 734	135, 399
Iowa	72, 045	44, 258	26, 273	53, 393	195, 969	185, 468
Kansas	75, 107	60, 701	44, 637	57, 480	237, 925	325, 683
Kentucky	39, 769	28, 874	32, 055	60, 976	161, 674	136, 872
Louisiana	94, 573	88, 811	85, 675	92, 302	361, 361	507, 937
Maine	22, 947	26, 366	28, 909	21, 732	99, 954	142, 107
Maryland	33, 029	31, 516	38, 496	30, 110	133, 151	305, 466
Massachusetts	275, 137	239, 577	149, 849	212, 803	877, 366	[5] 1, 572, 643
Michigan	279, 617	505, 415	364, 566	...	1, 149, 598	2, 060, 816
Minnesota	[1] 182, 255	88, 558	55, 618	90, 848	417, 279	[5] 357, 365

See footnotes at end of table.

UNEMPLOYMENT COMPENSATION COSTS—Continued

State Summary—Fiscal Year 1979—Continued

States	*FY 1979*					*FY 1979 SPLY*
	Qtr. 1	*Qtr. 2*	*Qtr. 3*	*Qtr. 4*	*Total*	
Mississippi	6,064	11,245	9,511	11,391	38,211	38,875
Missouri	147,215	128,421	84,550	90,835	451,021	560,852
Montana	18,058	19,567	13,346	12,415	63,386	34,939
Nebraska	21,747	36,785	23,727	37,182	119,441	127,768
Nevada	8,409	8,459	6,832	8,250	31,950	47,810
New Hampshire	8,695	12,953	2,320	12,179	36,147	[5] 17,766
New Jersey	943,954	1,015,813	578,894	...	2,538,661	3,312,186
New Mexico	2,915	5,923	6,516	5,958	21,312	41,704
New York	$1,112,625	$885,407	$571,516	$449,942	$3,019,490	$4,231,935
North Carolina	9,786	19,043	12,459	19,141	60,429	110,067
North Dakota	9,117	16,969	17,141	3,274	46,501	57,552
Ohio	204,154	168,097	162,242	181,678	716,171	1,009,962
Oklahoma	12,163	3,938	1,187	535	17,823	69,400
Oregon	37,867	54,607	41,700	39,887	174,061	174,942
Pennsylvania	326,635	364,468	308,353	...	999,456	2,018,036
Puerto Rico	4,281	3,692	5,124	5,043	18,140	52,700
Rhode Island	9,940	23,803	37,689	...	71,432	40,549
South Carolina	15,191	10,137	11,627	10,767	47,722	69,977
South Dakota	3,182	2,734	1,753	3,711	11,380	13,216
Tennessee	41,256	40,070	30,903	36,090	148,319	240,425
Texas	101,665	84,360	43,481	61,744	291,250	647,548
Utah	12,348	15,992	16,015	19,369	63,724	54,703
Vermont	35,837	29,722	25,218	24,359	115,136	209,749
Virginia	50,845	34,829	31,140	...	116,814	256,691
Virgin Islands	2,451	...	738	415	3,604	[5] 8,822
Washington	96,680	82,752	67,302	65,569	312,303	618,420
West Virginia	15,522	14,908	15,578	13,370	59,408	114,374
Wisconsin	62,551	79,234	66,225	114,388	322,398	[5] 262,683
Wyoming	2,352	5,972	4,740	2,849	15,913	18,554
National	[1] $6,770,437	[2] $6,420,557	[3] $4,227,356	[4] $3,067,790	[1–4] $20,486,140	[6] $32,725,888

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[1] Includes fourth quarter FY 1978 (09/30/78) costs for Minnesota. The data for Quarter 4, FY 1978 and Quarter 1, FY 1979, were combined on the billing.

[2] Quarter 2, FY 1979 cost for one state not available at this time.

[3] Quarter 3, FY 1979 cost for one state not available at this time.

[4] Quarter 4, FY 1979 cost for seven states not available at this time.

[5] Does not include Quarter 4, FY 1978 cost.

[6] Quarter 4, FY 1978 cost for seven states not available at this time.

—Employee Relations Dept., 1–24–80.

Substitute Rural Carriers

Substitute rural carrier employees are appointed at a designated postal facility and are assigned to serve as a substitute rural carrier on one but not more than three rural routes at that facility. Substitute rural carriers are no longer *substitutes of record* appointed to specific rural routes. The Form 50 of a substitute rural carrier does not show the rural routes to which the employee is assigned. The Form 4240 should not list a substitute rural carrier for that rural route.

Each postal facility having rural delivery will post and maintain a roster of substitute rural carrier employees. This roster will list each substitute rural carrier and the rural routes that each substitute is assigned to serve. A substitute rural carrier regularly assigned to more than one route will be allowed a reasonable period with pay to become familiar with the route and become proficient (USPS–NRLCA 1978 National Agreement, Article 30.1.J). When the substitute rural carriers assigned to a rural route are temporarily unavailable, the assignment shall be offered to the other available substitute rural carriers in the facility.

In determining the number of routes to be assigned to a substitute rural carrier, consideration must be given to the requirements of Article 10.2 concerning leave for regular rural carriers. The assignment of a substitute rural carrier to more than one rural route should be consistent with good management practice and judgment.

The total number of substitute rural carrier employees appointed to a postal facility should not exceed the number necessary to maintain an efficient operation and to meet leave replacement requirements.*—Labor Relations Dept., 1–24–80.*

PCES Executives

Optional Life Insurance

Effective June 2, 1979, all PCES Executives were covered by optional life insurance. The Postal Service assumed the full cost. Any declination of optional life insurance is automatically cancelled when an employee enters the Postal Career Executive Service. There is no exclusion because of age.

The Office of Personnel Management has amended Title 5, Code of Federal Regulations, accordingly. (*Federal Register* Vol 44, No. 237, Dec. 7, 1979, Rules and Regulations.)*—Employee Relations Dept., 1–24–80.*

MISSING OR STOLEN U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Insert any interim notices in sequence. **A. New Style.** (Listed below). The actual serial numbers consist only of the first 10 digits. Destroy the PB 21228 article. **B. Old Style.** The listing from PB 21148 is still valid. **C. Counterfeit.** The listing from PB 21190 is still valid.

165 705 7000 to 7999
167 061 1632 to 1699
167 982 3712 to 3799
173 960 5125 to 5699
184 342 9002 to 9099
190 137 2592 to 2699
193 127 0723 to 0799
193 273 8600 to 8999
193 991 8310 to 8319
194 519 7600 to 8099
195 263 7000 to 8999
195 322 5400 to 5699
197 427 0113 to 0149
198 354 3000 to 3099
199 567 1359 to 1999
203 297 6000 to 7499
203 619 3700 to 3999
203 851 6800 to 6899
203 977 4500 to 4775
204 108 8000 to 9999
206 493 4600 to 4799
206 793 5600 to 6499
208 287 8700 to 8899
208 385 5000 to 6999
209 728 2600 to 3099
210 176 8200 to 8599
210 868 4500 to 4699
211 238 0459 to 0999
211 436 5608 to 5699
211 526 0515 to 0599
211 527 2600 to 3099
211 682 3100 to 3599
212 420 2319 to 2399
212 791 9500 to 9599
213 123 9827 to 9999
213 578 4229 to 4399
213 822 5800 to 6299
214 158 2955 to 2999
214 159 4800 to 4999
215 043 7926 to 8199
215 532 5100 to 5399
215 538 0200 to 0499
216 678 6072 to 6999
217 210 7100 to 7299
217 241 5400 to 5799
217 268 2574 to 2699
217 667 3400 to 3599
217 672 4200 to 4599
217 902 4181 to 4299
218 755 4591 to 4699
218 976 2200 to 2399
220 350 0000 to 0999
221 371 4600 to 4999
221 626 2100 to 2299
221 661 5318 to 5499
222 224 8100 to 8499
222 510 0300 to 0499
222 536 2000 to 2299
224 057 4061 to 4299
224 206 6395 to 6499
224 554 9830 to 0399
225 268 1655 to 1799
225 711 9700 to 9999
225 712 0000 to 0999
225 767 2000 to 2299
226 904 0500 to 0599
227 097 4600 to 4699
227 254 9800 to 0099
227 611 4000 to 4599
228 660 5976 to 5999
229 117 4866 to 4999
229 346 9900 to 9999
229 434 3500 to 3599
229 434 3866 to 3899
229 531 9700 to 9899
229 563 1918 to 1999
229 576 1732 to 1799
229 576 1800 to 1899
229 585 4570 to 4599
230 035 4759 to 4799
230 099 6300 to 6399
230 406 2975 to 2999
230 577 6515 to 6599
230 826 8683 to 8799
231 126 6475 to 6499
231 147 0883 to 1499
231 507 1423 to 1499
231 525 7893 to 7999
231 651 8280 to 8299
231 686 0010 to 0099
231 725 2789 to 2799
231 770 2751 to 2762
231 873 7928 to 7999
232 295 7249 to 7599
232 319 6535 to 6599
232 426 6620 to 6699
232 665 0292 to 0399
233 262 7907 to 7999
233 407 5872 to 5899
233 453 8902 to 8929
233 516 6100 to 6199
233 638 1200 to 1799
233 845 9000 to 9099
234 031 6456 to 6999
234 064 8437 to 8499
234 261 4500 to 4599
234 398 5527 to 5599
234 431 3655 to 3699
234 500 2944 to 2999
234 659 4000 to 4199
234 659 8700 to 8999
234 742 1948 to 1999
234 802 1060 to 1199
234 997 1000 to 1599
235 254 2060 to 2099
235 439 6181 to 6299
235 644 7061 to 7099
235 925 8767 to 8799
236 145 5082 to 5099
236 388 4842 to 5099
236 467 6573 to 6599
236 566 2555 to 2599
236 571 9759 to 9781
236 576 9520 to 9599
236 656 6422 to 6499
236 755 8000 to 8099
236 937 5803 to 5999
236 941 5400 to 5499
237 413 7500 to 7599
237 423 4111 to 4199
237 457 5600 to 5699
237 457 5800 to 5899
237 574 8657 to 8799
237 702 6823 to 6899
237 702 6921 to 6999
238 165 7700 to 7799
238 169 7587 to 7599
238 377 4508 to 4599
238 377 4607 to 4699
238 586 3100 to 3299
239 199 0700 to 1099
239 204 9916 to 9999
239 481 4728 to 4799
239 549 7116 to 7499
239 575 2000 to 2199
239 596 4800 to 4999
239 640 5708 to 5728
239 724 1489 to 1499
239 985 7000 to 7499
240 042 3151 to 3169
240 108 6501 to 6599
240 252 6400 to 6899
240 256 2900 to 3199
240 559 4363 to 4399
240 639 3561 to 3599
240 855 7000 to 7099
240 901 5900 to 5999
241 081 9274 to 9299
241 224 7209 to 7299
241 685 5124 to 5199
241 694 1800 to 1899
241 753 7766 to 7799
241 902 2600 to 2799
242 021 2262 to 2499
242 327 4984 to 4999
242 576 1609 to 1699
242 585 4155 to 4299
242 591 4500 to 4699
242 605 0000 to 0999
242 621 8314 to 8399
242 781 0789 to 0799
242 816 1337 to 1399
243 112 4109 to 4120
243 228 7200 to 7499
243 766 6730 to 6799
243 805 0000 to 0299
243 906 7800 to 8199
244 299 2000 to 2199
244 366 8800 to 8899
244 381 3024 to 3099
244 525 0719 to 0799
244 657 7700 to 7899
244 678 2333 to 2499
244 742 7748 to 7799
244 743 7100 to 7399
244 895 5575 to 5599
245 103 9300 to 9399
245 118 6754 to 6768
245 279 1420 to 1499
245 279 1510 to 1599
245 591 1626 to 1799
245 695 0346 to 0399
245 973 2677 to 2699
246 076 7300 to 7399
246 155 4048 to 4099
246 155 5000 to 5499
246 402 6511 to 6599
246 608 6300 to 6399
246 609 9545 to 9799
246 741 2082 to 2099
246 816 2600 to 2699
246 973 1372 to 1399
247 012 0500 to 0599
247 066 9300 to 9399
247 113 5635 to 5699
247 490 1960 to 1999
247 490 2086 to 2099
247 497 4000 to 4099
247 544 0200 to 0214
247 556 1932 to 2999
247 575 4400 to 4499
247 579 4903 to 4999
247 929 6417 to 6799
247 983 1511 to 1899
248 244 7246 to 7299
248 317 7624 to 7699
248 397 2163 to 2199
248 423 4864 to 4999
248 440 7916 to 7971
248 718 7317 to 7399
249 680 4872 to 4899
249 945 6900 to 6999
249 996 6000 to 6099
249 996 6300 to 6499
250 452 4971 to 4999
250 483 0600 to 0699
250 496 1757 to 1773
250 547 7046 to 7099
250 565 7029 to 7099
250 833 7200 to 7399
250 991 9778 to 9799
251 518 6281 to 6399
251 964 6056 to 6199
252 235 4400 to 4499
252 235 4581 to 4899
252 432 6988 to 6999
252 828 0500 to 0999
253 175 2670 to 2699
253 293 5931 to 5940
253 446 4033 to 4099
253 547 6013 to 6049
253 547 6054 to 6099
800 502 3000 to 3999
800 941 7900 to 7999
801 278 3600 to 3999
801 579 6056 to 6098
801 629 1900 to 1999
802 029 5199 to 8999
802 265 0575 to 1999
802 774 0000 to 4999

UNITED STATES POSTAL SERVICE
WASHINGTON, D.C. 20260
OFFICIAL BUSINESS

PENALTY FOR PRIVATE
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OF POSTAGE, $300

U.S.MAIL

FIRST CLASS

Schedule. The Postal Bulletin is published every Thursday by the Directives and Forms Division of the U.S. Postal Service, Washington, DC 20260.

Distribution. The Bulletin is received by all postal facilities.

Effective Period. Postal Bulletin articles are effective for six months unless otherwise specified.

Index. A quarterly index of Bulletin articles appears early in the months of January, April, July, and October.

Orders.
Public sale:
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Postal facilities:
  For one time orders, send Form 7380 to the Eastern Area Supply Center.
  To change quantity received, send Form 1286 to the Directives and Forms Division, giving justification.

21230

postal bulletin

PB 21230—January 31, 1980—12 Pages

1980 Census

A. Background

1. The U.S. Postal Service and the Department of Commerce have an agreement to cooperate in collecting data for the 1980 Decennial Census.

2. In June 1979, city letter carriers (a) checked about 42.4 million census address cards for accuracy and (b) furnished the Census Bureau with about 3.8 million additional city delivery addresses. Census personnel independently developed a mailing list of over 35 million non-city delivery addresses.

B. Census Mailing for Residential Quarters

1. Addressed Mailing Pieces. Post offices will receive about 82 million addressed mailing pieces for delivery. The customers will complete the enclosed questionnaires and return them to their district census office in the envelopes provided.

2. Unaddressed Mailing Pieces. The Postal Service will deliver in designated areas about 4 million unaddressed mailing pieces (as outlined in Part 122.4 DMM) bearing a one line address *Residential Customer.* Census enumerators will personally visit each customer to pick up the completed questionnaire.

3. Reminder Cards. In a few selected areas a census enumerator will canvass an entire territory door-to-door, to (a) update the listing of households and (b) leave a mailing piece at each household for completion. In these areas, post offices will receive and deliver reminder cards instead of mailing pieces.

C. Post Office Procedures

1. Post offices will receive instructions from Management Sectional Center census coordinators in conducting the 1980 census operation. Each postal installation head is responsible for distributing to all subordinate units: (a) census instructions and related supplies and (b) census mailing pieces, except to those where the shipments are made direct to the 5-digit ZIP Code.

2. Before delivery of census mailing pieces, subsequent Postal Bulletin notices will provide further instructions on delivery procedures and other census actions.

D. Important Dates

February 7–February 15, 1980. Management Sectional Center census coordinators will send instructions to post offices. Also, the Census Bureau will begin shipping the mailing pieces.

February 27, 1980. All postal installations should have received the addressed mailing pieces and reminder cards (see B–1 and B–3).

March 5, 1980. Case addressed mailing pieces and reminder cards to determine if there is a piece for every household, then pull, and hold for delivery on March 28.

March 19, 1980. Postal installations in designated areas should have received the unaddressed mailing pieces (see B–2).

March 28, 1980. Deliver addressed mailing pieces, unaddressed mailing pieces and reminder cards for certain selected areas.

March 31–April 1, 1980. Completed census questionnaires are due to be placed in the mailstream by customers. Post offices serving census district offices will deliver the completed questionnaires to the Census District offices.

April 4, 1980. Deliver reminder cards (see B–3) in the remaining areas of the update list/leave census operation.

May 1–31, 1980. In areas where unaddressed mailing pieces (see B–2) were received, the Census Bureau will provide address cards and postal personnel will verify the accuracy of the address cards.

E. Summary

Make certain that these important dates are noted for overall planning purposes and add this special notice to the census file established by direction in Postal Bulletin 21182, 3–22–79.—*Delivery Services Dept., 1–31–80.*

Revenue Unit, GFY 1979

The value of a revenue unit for Government Fiscal Year 1979 is $158.56.—*Finance Dept., 1–31–80.*

Customs Remittances

Postmasters are reminded that all remittances for customs collections are to be made as instructed in Part 662 of Handbook F–1, *Financial Handbook for Post Offices,* to:

Regional Commissioner of Customs
Attn: Financial Management Division
6 World Trade Center
New York, NY 10048

Under no circumstances are remittances to be made to the Port-of-Entry office shown on the customs entry form, CF Form 3419.—*Finance Dept., 1–31–80.*

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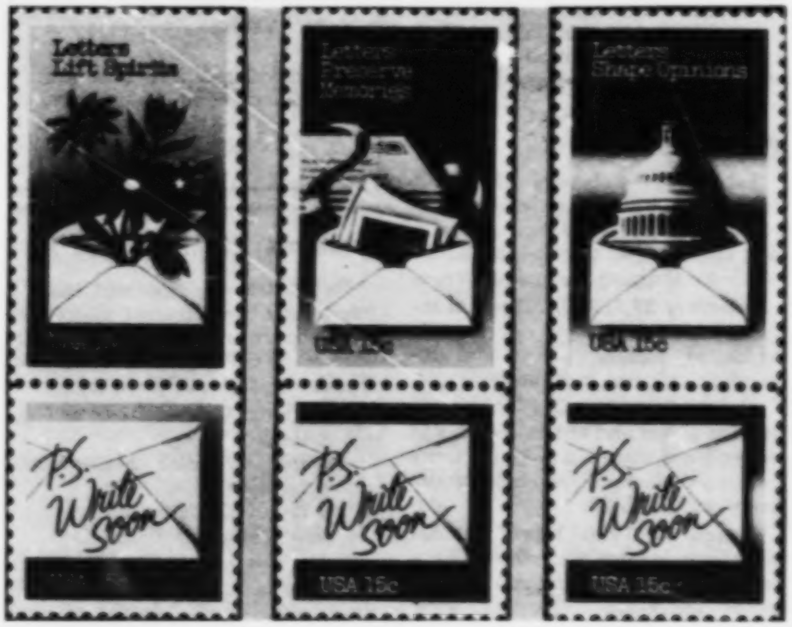
P 1·3

15-Cent Letter Writing Regular Stamps

Description. The 15-cent Letter Writing regular stamps will be first placed on sale at Washington, DC 20013, on February 25, 1980. The three-pair set of postage stamps, focusing on the importance of letter writing, is being issued during National Letter Writing Week.

Do Not Sell Before Feb. 26, 1980



Copyright U.S. Postal Service 1980

Sizes: Larger stamp—.94 x 1.46
Smaller stamp—.84 x .84
Issued in sheets of 60.
Color: Yellow, green, blue, red, purple and black.
Marginal markings: Six plate numbers © United States Postal Service 1980. Use correct ZIP Code, and Mr. ZIP.®
Designer: Concept developed by USPS Graphics and Design Division, with Randall McDougall executing the finished work.

Collectors. The Postal Service strongly urges customers to affix the stamps to their covers themselves. This will avoid confusion as to the desired stamp or combination of stamps to be placed on each cover. First-day cover cancellations may be obtained by one of the following methods:

a. Customers Affixing Stamps. Customers are encouraged to purchase their stamps at their local post offices and affix them to their envelopes. All envelopes must be addressed. Peelable address labels are recommended and a filler card of postal card thickness should be inserted in each cover. Orders must be postmarked by March 21, 1980, and should be addressed to: First Day Cancellations, Postmaster, Washington, DC 20013. No remittance is required.

b. Postal Service Affixing Stamps. The Postal Service will affix pairs of the stamps, or singles from the pairs, to envelopes sent by customers. Pairs will be affixed side by side on the envelopes. The smaller stamps will be affixed as singles only when the customer specifies by color—green, purple, and red/blue—which of the *P.S. Write Soon* stamps is desired. Singles of the larger stamp should be specified by legend. Pairs also should be specified by legend.

Request first day cancellations from: Letter Writing Stamps, Postmaster, Washington, DC 20013 (see POM 244.53). Requests must be postmarked no later than March 21, 1980. Remittance is required for the face value of each stamp.

Selected United States mint stamps will be available at the Philatelic Sales Branch, Washington, DC 20265 beginning February 25, 1980.

Winter Olympics Souvenir Folder

A new philatelic product, the Winter Olympics Souvenir Folder, Item 941, will be placed on sale at post offices on February 2, 1980. The selling price for this item is $1.25.

Because this product contains stamps not yet issued it is *imperative* that it not be placed on sale before February 2, 1980. The product consists of a full color folder, a block of four Winter Olympics commemorative stamps, a 14¢ Olympics Figure Skater postal card, and two acetate mounts to hold the stamps and postal card.

The Winter Olympics Souvenir Folders will be shipped only to Stamp Distribution Offices. There will be no automatic distribution by Stamp Distribution Offices.

Postmasters requiring a supply of this item should immediately requisition it from their designated Stamp Distribution Office on Form 17, *Stamp Requisition*, and have it available for sale on February 2, 1980. A lobby poster (#425) promoting the folder will be distributed to selected offices later this month.—*Customer Services Dept., 1–31–80.*

Wanted Circular Canceled

Destroy the wanted circular issued January 4, 1980, for postal offender **Elton Lee Robertson**, Jr.—*Inspection Service, 1–31–80.*

Supply. All post offices under the automatic distribution system will receive an initial supply of this stamp.

Post offices with 950 or more revenue units requiring additional bulk quantities: immediately requisition, item **527**, on Form 3356, *Stamp Requisition—Bulk Quantities*, from the Bureau of Engraving and Printing. Since these stamps are distributed in sheets of 60, order quantities of 6,000; 12,000; 18,000; 24,000; 30,000; 60,000; 90,000; 120,000; 150,000 and multiples of 150,000 to maximum of 6,000,000.

All post offices requiring additional stamps in less than bulk quantities: requisition on separate Form 17, *Stamp Requisition*, from stamp distribution office.—*Customer Services Dept., 1–31–80.*

Injury Compensation Program

Part 546.14 of Subchapter 540 of the EMPLOYEE AND LABOR RELATIONS MANUAL (ELM), as published in SPECIAL POSTAL BULLETIN 21215, 10-22-79, has been modified and will appear in TL4 of the ELM.

.14 Disability Partially Overcome

.141 Current Employees. When an employee has partially overcome a compensable disability, the USPS must make every effort toward assigning the employee to limited duty consistent with the employee's medically defined work limitation tolerances (see 546.32). In assigning such limited duty, the USPS should minimize any adverse or disruptive impact on the employee. The following considerations must be made in effecting such limited duty assignments:

a. To the extent that there is adequate work available within the employee's work limitation tolerances within the employee's craft, in the work facility to which the employee is regularly assigned, and during the hours when the employee regularly works, that work shall constitute the limited duty to which the employee is assigned.

b. If adequate duties are not available within the employee's work limitation tolerances in the craft and work facility to which the employee is regularly assigned, within the employee's regular hours of duty, other work may be assigned within that facility.

c. If adequate work is not available at the facility within the employee's regular hours of duty, work outside the employee's regular schedule may be assigned as limited duty. However, all reasonable efforts shall be made to assign the employee to limited duty within the employee's craft and to keep the hours of limited duty as close as possible to the employee's regular schedule.

d. An employee may be assigned limited duty outside of the work facility to which the employee is normally assigned only if there is not adequate work available within the employee's work limitation tolerances at the employee's facility. In such instances, every effort will be made to assign the employee to work within the employee's craft, within the employee's regular schedule, and as near as possible to the regular work facility to which normally assigned.

.142 Former Employees. When a former employee has partially recovered from a compensable injury or disability the USPS must make every effort toward reemployment consistent with medically defined work limitation tolerances. Such an employee may be returned to any position for which qualified, including a lower grade position than that held when compensation began.—*Employee Relations Dept., 1-31-80.*

Non-Foreign Per Diem Rate Changes

Changes in per diem rates prescribed for official travel in Alaska, Hawaii, the Commonwealth of Puerto Rico, and possessions of the United States effective January 3, 1980 are as follows:

Locality	*Maximum rate*
Alaska:	
Adak [1]	$9.65
Anchorage	62.00
Annette	61.00
Barrow	94.00
Bethel	84.00
College	60.00
Cordova	76.00
Deadhorse	110.00
Delta Junction	59.00
Dillingham	83.00
Dutch Harbor	82.00
Eielson AFB	60.00
Elmendorf	62.00
Fairbanks	60.00
Ft. Greely	59.00
Ft. Richardson	62.00
Ft. Wainwright	60.00
Galena	52.00
Juneau	60.00
Ketchikan	61.00
King Salmon	62.00
Kodiak	68.00
Kotzebue	91.00
Murphy Dome	60.00
Noatak	91.00
Nome	90.00
Noorvik	91.00
Petersburg	61.00
Shemya AFB [1]	11.00
Shungnak	91.00
Sitka-Mt. Edgecombe	61.00
Skagway	61.00
Spruce Cape	68.00
Tanana	90.00
Valdez	70.00
Wainwright	79.00
Wrangell	61.00
Other	62.00
American Samoa	54.00
Guam, M. I.	54.00
Hawaii:	
Hawaii	59.00
Kauai	55.00
Maui	54.00
Molokai	54.00
Hawaii—Continued	
Oahu	70.00
Other	54.00
Johnston Atoll	15.00
Midway Islands [1]	9.65
Puerto Rico:	
*Aguadilla (Incl. CG Air Station Borinquen)	63.00
Bayamon:	
*12/16–5/15	102.00
*5/16–12/15	75.00
Dorado	54.00
Fajardo:	
*12/16–5/15	102.00
*5/16–12/15	75.00
*Carolina:	
12/16–5/15	102.00
5/16–12/15	75.00
Ft. Buchanan: (Incl. GSA Service Center, Guaynabo):	
*12/16–5/15	102.00
*5/16–12/15	75.00
*Mayaguez	63.00
Ponce (Incl. Ft. Allen NCS)	58.00
Roosevelt Roads:	
12/16–5/15	102.00
*5/16–12/15	75.00
Sabana Seca:	
*12/16–5/15	102.00
*5/16–12/15	75.00
San Juan (Incl. San Juan Coast Guard Units):	
*12/16–5/15	102.00
*5/16–12/15	75.00
*Other	63.00
Virgin Islands of U.S.:	
*12/1–4/30	89.00
*5/1–11/30	65.00
Wake Island [2]	17.00
Other localities	15.00

[1] Commercial facilities are not available. This per diem rate covers charges for meals in available facilities plus an additional allowance for incidental expenses and will be increased by the amount paid for Government quarters by the traveler.

[2] Commercial facilities are not available. Only Government owned and contractor operated quarters and mess are available at this locality. This per diem rate is the amount necessary to defray the cost of lodging, meal, and incidental expenses.

*Indicates new locality or change in maximum rate.

—*Finance Dept., 1-31-80.*

CONTROLLED CIRCULATION UNDELIVERABLE-AS-ADDRESSED

Many publishers of large publications such as *Glamour, McCalls,* and *Mechanix Illustrated* have requested and have been granted a change in status from second-class to controlled circulation.

As a result of this action some post office and central markup unit employees are applying incorrect postage due charges to undeliverable-as-addressed copies of these and other such publications. Employees are reminded that undeliverable-as-addressed controlled circulation publications are charged either the third- or fourth-class single piece rate according to weight when forwarded, or if returned to sender when endorsed *Return Postage Guaranteed.* Undeliverable-as-addressed second-class publications are rated postage due at the transient nonsubscriber rate according to weight when forwarded, or if returned to sender when endorsed *Return Postage Guaranteed.*

Employees are asked to carefully check all identification statements in publications which are undeliverable-as-addressed to determine whether they are second-class or controlled circulation mail before applying postage due charges. A conscientious review by postal employees of identification statements in undeliverable-as-addressed publications is necessary to prevent possible revenue losses.

Below is a partial list of publications which have changed their classification status. Postal employees must be sure that correct postage due is collected on undeliverable-as-addressed copies of these publications, based on their current classification status.

Publication Title	*Applicable Postage Rates**
AAR Times	CCP
Accent	2C
Administrative Management	CCP
Advocate	3C
Aerosol Age	CCP
Alaska Magazine	CCP
Alliance Ambassador	3C
American Artist	CCP
American Business	CCP
American Hairdresser Salon Owner Off Prof Pub	CCP
American History Illustrated	CCP
American Hunter	CCP
American Journal of Cardiology (The)	CCP
American Journal of Medicine (The)	CCP
American Journal of Surgery (The)	CCP
American Rifleman	CCP
Annals of Neurology	2C
Annals of Plastic Surgery	2C
Antique & Collectors Mart	CCP
Antiques	CCP
Antiques Journal (The)	CCP
Apartment Life	CCP
Architectural Digest	CCP
Architectural Record	CCP
Arnold Pilot	2C
Astrology Your Daily Horoscope	CCP
Atlantic	CCP
Auto Racing Digest	CCP
Avocado Grower	2C
Backpacker	CCP
Bankers Magazine (The)	CCP
Banner (The)	3C
Baseball Digest	CCP
Basketball Digest	CCP
Baylor News (The)	3C
Baylor Notes (The)	3C
Beach Peoples Easy Reader	CCP
Benton Bulletin	2C
Bestways	CCP
Better Homes and Gardens	CCP
Bicycling	CCP
Bike World	CCP
Birmingham Patriot (The)	3C
Boating	CCP
Bon Appetit	CCP
Book Digest	CCP
Bow and Arrow	CCP
Breast, Diseases of the Breast	CCP
Bride's	CCP
British History Illustrated	CCP
Building Energy Progress	3C
Camping Journal	CCP
Canine Practice	CCP
Car and Driver	CCP
Cars & Trucks	CCP
Cat Fancy	CCP
Cats Magazine	CCP
CB Magazine	CCP
Ceramic Arts and Crafts	CCP
Christian Church Visitor	3C
Christian Life	CCP
Civil War Times Illustrated	CCP
Club Management	CCP
Coaching: Women's Athletics	CCP
Coast Car Collector	CCP
Community News	3C
Compost Science	2C
Contract Bridge Bulletin	CCP
Cook Inlet Chronicles (The)	3C
Crafts	CPP
Crafts 'n Things	CCP
Credit and Financial Management	CCP
Crochet World	CCP
Cruise	CCP
Cruising World	CCP
Cuisine	CCP
Cycle	CCP
Cycle World	CCP
Daily Beacon (The)	3C
Dairymen's Digest	CCP
Danvers Herald	2C
Darkroom Photography	CCP
Decor	CCP
Decorating & Craft Ideas	CCP
Deerfield News-Advertiser and Mail Advertiser	CCP
Dental Industry News	3C
Diapason	CCP
District Four Rider	2C
Dog Fancy	CCP
Dog World	CCP
Dollar $ense	3C
Down Beat	CCP
E/MJ Engineering & Mining Journal	CCP
Early American Life	CCP
Earnshaws Infants Girls & Boyswear Review	CCP
East Moline/Silvis News (The)	3C
Eaton Rapids Journal	2C
Electrical Construction and Maintenance	CCP
Electrical World	CCP
Electronic Servicing	CCP
Electronic Technician/Dealer	CCP
Elementary Electronics	CCP
Energy User News	2C
Equus	CCP
Esquire	CCP
Evangel	3C
Family Food Garden (The)	CCP
Family Handyman (The)	CCP
Family Health	CCP
Farm & Power Equipment	CCP
Fate	CCP
Feline Practice	CCP
Field and Stream	CCP
Filmmakers Newsletter	CCP
Fire Engineering	CCP
First Baptist News	3C
Fishing World	CCP
Florida Libraries	3C
Flotation Industry Magazine	CCP
Flower & Garden	CCP
Flying	CCP
Food & Fine Living	CCP
Football Digest	CCP
Freshwater and Marine Aquarium	CCP
Fueloil and Oil Heat	CCP
Gaithersburg Gazette	CCP
Gallery	CCP
Gift and Tableware Reporter	CCP
Glamour	CCP
Golf Digest	CCP
Golf Incorporating Golfing	CCP
Good Old Days	CCP
Good Old Days Special Issues	CCP
GQ Gentleman's Quarterly	CCP
Gun World	CCP
Hampton News	2C
Handicrafts That Sell	CCP
Handy Andy	CCP
Harpers Magazine	CCP
Health Values: Achieving High Level Wellness	2C
Hoards Dairyman	CCP
Hockey Digest	CCP
Homeowners How to Handbook	CCP
Homoeopathic Heartbeat	3C
Honolulu	2C
Horse and Rider	CCP
Horse Illustrated	CCP
Horse of Course	CCP
Horseman	CCP
Hose and Nozzle	CCP
House & Garden	CCP
Housing	CCP
Hummer (The)	CCP
IFCA Bulletin	1C
Illinois Valley Weekly	3C
Implement and Tractor	CCP
Income Opportunities	CCP
Inside Education	3C

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*Definition of abbreviations:

CCP=Controlled Circulation
3C =Third-Class
2C =Second-Class
1C =First-Class.

Publication Title	*Applicable Postage Rates**
Insiders' Chronicle (The)	1C
Jax Fax	2C
Jile (Journal of Indiana Law Enforcement)	3C
Journal of Gerontological Nursing	CCP
Journal of Pediatric Ophthalmology and Strabismus	2C
Journal of Psychiatric Nursing & MHS	CCP
Journal of the Amer Medical Women's Association	CCP
Kennel Review	CCP
Keyboard World	CCP
Knitting World	CCP
Ladies Home Journal	CCP
Laguna Hills New-Post	2C
Lake News	3C
Lake News Shopper	3C
Landman	CCP
Library Journal	CCP
Life Insurance Selling	CCP
Lighthouse Beacon	3C
Lincoln County Tribune	3C
Lion (The)	CCP
Mademoiselle	CCP
Maine Sportsman	CCP
Manage	CCP
Mariah/Outside	CCP
Marking Industry Magazine	CCP
McCalls	CCP
McGraw-Hill's Construction Contracting	CCP
Mechanix Illustrated	CCP
Merchantville's First Baptist Church News	3C
Mid-Continent Banker	CCP
Midlands Business Journal	2C
Miniatures & Doll House World	CCP
Modern Bride	CCP
Modern Liturgy	CCP
Modern Plastics	CCP
Modern Romances	CCP
Modern Salon	CCP
Moneysworth	CCP
Mortgage Banker	CCP
Mother's Home Life	CCP
Muscle Digest	CCP
Nation's Business	CCP
Nation's Restaurant News	CCP
National Doll World	CCP
National Fisherman	CCP
National Petroleum News	CCP
National Reporter	3C
Navy News	3C
New England Business	CCP
New Farmer's Friend and Rural Reporter	CCP
New York State Environment	3C
News & Views	3C
News of the Fed Garden Clubs of NY State	3C
Nordic World	CCP
North County News	2C
North Smithfield-Burrillville Observer	2C
Northbrook News-Advertiser	2C
Nursing '79	CCP
Nutrition Health Review	CCP
NYEA Advocate	3C
OAG Travel Planner & Hotel/Motel Guide	2C
Off Road	CCP
Ohio Republican News	3C
Olde Time Needlework Patterns & Designs	CCP
Omaha Mirror (The)	2C
Organic Gardening	CCP
Outdoor Life	CCP
Pacific Sun	CCP
Parents' Magazine	CCP
Passenger & Inflight Service	CCP
Pattern World	CCP
Penthouse	CCP
Petersen's Vans & Pickups	3C
Photoplay	CCP
Pickup Van and 4 WD V4	CCP
Pioneer (The)	1C
Plane & Pilot Magazine	CCP
Plastercrafts	CCP
Playboy	CCP
Plays The Drama Magazine for Young People	CCP
Popular Ceramics	CCP
Popular Electronics	CCP
Popular Handicraft & Hobbies	CCP
Popular Hot Rodding	CCP
Popular Needlework	CCP
Popular Photography	CCP
Popular Science Monthly	CCP
Power	CCP
Presbyterian Visitor	3C
Prevention	CCP
Previews	CCP
Private Pilot	CCP
Progressive Architecture	CCP
Psychology Today	CCP
PTM-World of Music	CCP
Publications Image	3C
Quarter Horse Journal	CCP
Quilt World	CCP
R/C Modeler Magazine	CCP
Race Boat and Industry News	2C
Racquetball Illustrated	CCP
Radio Electronics	CCP
Railroad Model Craftsman	CCP
Ram's Horn	3C
Redbook	CCP
Respiratory Care (RC)	CCP
Rider	CCP
Right On	CCP
Road & Track	CCP
Rock and Gem	CCP
Rolling Stone	CCP
Rona Barrett's Daytimers	CCP
Rona Barrett's Gossip	CCP
Rona Barrett's Hollywood	CCP
Runner (The)	CCP
Runners World	CCP
S&MM (Sales & Marketing Management)	CCP
San Fernando Valley Chronicle	CCP
Saturday Review	CCP
School Musician Director & Teacher	CCP
Scientific American	CCP
Sea	CCP
Secrets	CCP
Seed World	CCP
Self	CCP
Shooting Times	CCP
Simmental Shield	CCP
Skateboarder	CCP
Ski	CCP
Ski Racing	CCP
Skiing	CCP
SLJ/School Library Journal	CCP
Soccer World	CCP
Southern Accents	2C
Southern Living	CCP
Southern Outdoors	CCP
Sport	CCP
Spotted News	3C
Square Dancing	CCP
Stamford Wkly Mail & The Stamford Shopper	3C
Star (The)	CCP
State DFL News	3C
Stereo Review	CCP
Stitch 'N Sew	CCP
Sun Newspaper—West (The)	2C
Sun Weekender	CCP
Sunset	CCP
Super-8 Filmaker	CCP
Surfing	CCP
Swimmers	2C
Tennis	CCP
Tennis U.S.A	CCP
Texas Homes	CCP
Texas Monthly	CCP
Theatre Crafts	CCP
Thisweek News	3C
Tiger Beat	CCP
Tiger Beat Star	CCP
Tiger Beat Super Special	CCP
Trailer & RV Travel	CCP
Trailer Life	CCP
Travel/Holiday	CCP
True Experience	CCP
True Love	CCP
True Romance	CCP
True Story	CCP
Trusts & Estates	CCP
Tviews	3C
Vogue	CCP
Way (The)	3C
Well-Being	2C
West Coast Peddler	CCP
West Shore Shopper	3C
Western Fruit Grower	CCP
Western Horseman	CCP
Women's Circle	CCP
Women's Circle Home Cooking	CCP
Women's Circle Home Cooking Prize Recipes	CCP
Women's Comfort	CCP
Women's Household	CCP
Wonderful World of Wabashi	3C
Workbasket	CCP
Workbench	CCP
Working Woman	CCP
World Tennis	CCP
Writer	CCP
Writer's Digest	CCP
Yachting	CCP
Za Ga Zig Feetprints	3C
1001 Decorating Ideas	CCP

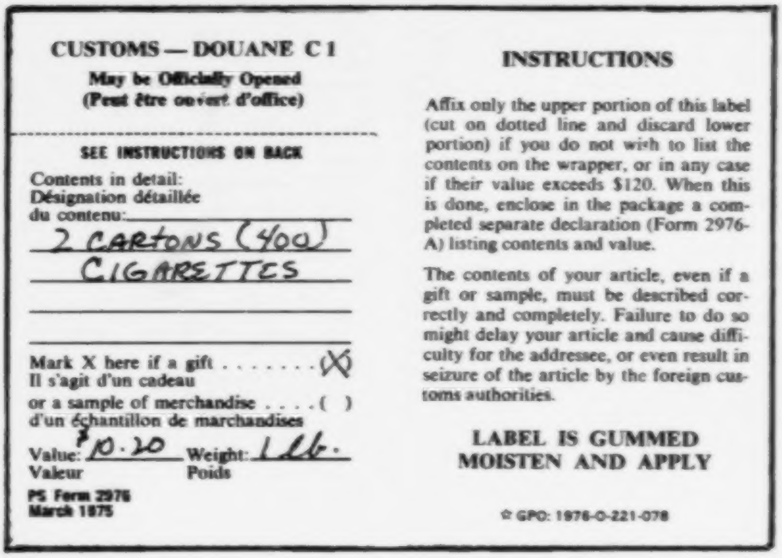
—Rates & Classification Dept., 1–31–80.

International Mail—Customs Declarations

Exchange offices continue to receive outbound Postal Union mail with improper customs declaration forms. Postal employees are reminded that Form 2976, *Customs-Douane C1*, and Form 2976–A, *Customs Declaration*, are used for Postal Union mail.

Form 2976, shown in Exhibit 1, must be affixed to each small packet, each letter containing dutiable merchandise, and each piece of dutiable printed matter.

Form 2976–A, shown in Exhibit 2, is used with Form 2976. If the contents exceed $120 in value or if the mailer prefers not to describe the contents on the outside wrapper, Form 2976–A must be completed and enclosed in the package. The upper portion of Form 2976 is attached to the outside wrapper.



CUSTOMS — DOUANE C 1

May be Officially Opened
(Peut être ouvert d'office)

SEE INSTRUCTIONS ON BACK

Contents in detail:
Désignation détaillée
du contenu: 2 CARTONS (400) CIGARETTES

Mark X here if a gift . . . . (X)
Il s'agit d'un cadeau
or a sample of merchandise . . . . ( )
d'un échantillon de marchandises

Value: $10.20 Weight: 1 lb.
Valeur Poids

PS Form 2976
March 1975

INSTRUCTIONS

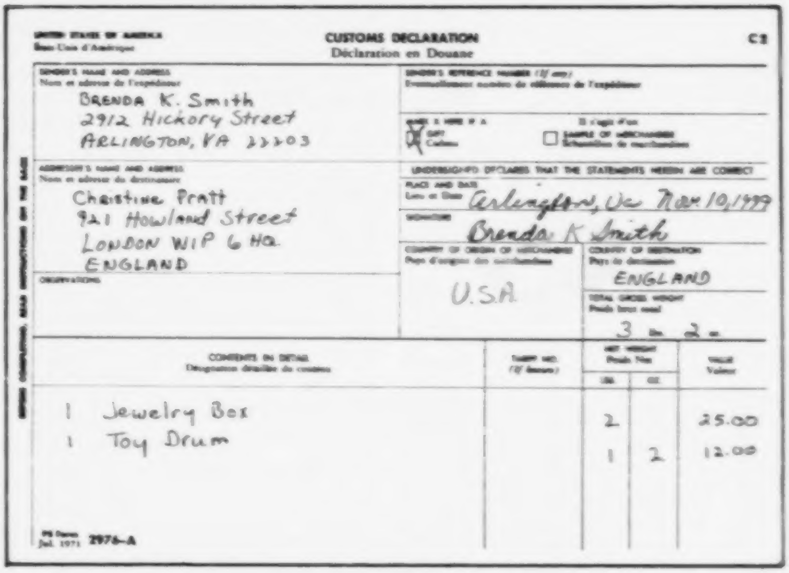
Affix only the upper portion of this label (cut on dotted line and discard lower portion) if you do not wish to list the contents on the wrapper, or in any case if their value exceeds $120. When this is done, enclose in the package a completed separate declaration (Form 2976-A) listing contents and value.

The contents of your article, even if a gift or sample, must be described correctly and completely. Failure to do so might delay your article and cause difficulty for the addressee, or even result in seizure of the article by the foreign customs authorities.

LABEL IS GUMMED
MOISTEN AND APPLY

☆ GPO: 1976-O-221-078

Exhibit 1



UNITED STATES OF AMERICA
États-Unis d'Amérique

CUSTOMS DECLARATION
Déclaration en Douane

C2

SENDER'S NAME AND ADDRESS
Nom et adresse de l'expéditeur
BRENDA K. Smith
2912 Hickory Street
ARLINGTON, VA 22203

SENDER'S REFERENCE NUMBER (If any)

MARK X HERE IF A ☒ GIFT Cadeau ☐ SAMPLE OF MERCHANDISE Échantillon de marchandises

ADDRESSEE'S NAME AND ADDRESS
Nom et adresse du destinataire
Christine Pratt
921 Howland Street
LONDON W1P 6 HQ
ENGLAND

UNDERSIGNED DECLARES THAT THE STATEMENTS HEREIN ARE CORRECT

PLACE AND DATE
Lieu et Date Arlington, Va Nov. 10, 1979

SIGNATURE Brenda K Smith

OBSERVATIONS

COUNTRY OF ORIGIN OF MERCHANDISE
Pays d'origine des marchandises U.S.A.

COUNTRY OF DESTINATION
Pays de destination ENGLAND

TOTAL GROSS WEIGHT
Poids brut total 3 lb. 2 oz.

CONTENTS IN DETAIL Désignation détaillée du contenu	TARIFF NO. (If known)	NET WEIGHT Poids Net lb.	NET WEIGHT Poids Net oz.	VALUE Valeur
1 Jewelry Box		2		25.00
1 Toy Drum		1	2	12.00

PS Form Jul. 1971 2976–A

Exhibit 2

—*Rates & Classification Dept., 1–31–80.*

Bulk Stamp Requisitions

The Bureau of Engraving and Printing reports that many postmasters are submitting Forms 3356, *Stamp Requisition–Bulk Quantities*, which have been altered, mutilated, or have attachments. These requisitions are rejected by data processing equipment, and a duplicate order form must be prepared to process the requisition. The forms cannot be mechanically processed if they are torn, multilated or folded, attachments are stapled or clipped to the form, or tape is attached to the form to correct mistakes.

Preparing and processing duplicate Forms 3356 increases costs and causes delays in filling stamp requisitions. Therefore, postmasters must make certain that forms submitted are not folded, torn, altered, or otherwise mutilated and that there is nothing attached to the forms.

Refer to Section 523.13, Handbook F–1, *Financial Handbook for Post Offices*, for proper procedures in completing Form 3356.—*Customer Services Dept., 1–31–80.*

Passport Application Forms

A number of passport acceptance facilities have been attempting to requisition 1980 editions of the Passport Application (DSP–11) and the Application for Passport by Mail (DSP–82). The 1980 editions of these forms will probably not be available until April. The area supply centers are currently filling orders with 1979 forms, and an automatic distribution of 1979 passport materials is scheduled for next month, to provide interim supplies until the 1980 editions are available. Offices should not order 1980 forms until their availability is announced in the *Postal Bulletin*. If necessary, post offices may continue to use 1978 editions of the DSP–11 and DSP–82 until they receive the automatic distribution of current materials next month.

Passport acceptance offices are reminded that all passport materials must be ordered from the appropriate area supply center in accordance with established procedures. Orders sent to the Passport Office are returned to the ordering offices for resubmission, resulting in unnecessary delays.—*Delivery Services Dept. 1–31–80.*

Revised Forms

The recently revised forms listed below are now available for distribution at the Eastern and Western Area Supply Centers.

These forms have been modified to meet new functional requirements and/or to comply with the provisions of the Privacy Act of 1974.

Form No.	*Form title*	*Issue dates*
1311	Carrier Transportation Agreement	5/77
1700	Vehicle Accident Investigation Worksheet	4/77
3601–A	Application for a Postage Meter License	8/78
4232	Customer's Name and Address	8/77
4232–A	Customer's Name and Address (Card)	8/77
4240	Rural Carrier Trip Report	11/77
4582–A	Summary of Driving Record	4/77

Forms with the edition dates shown above or subsequent editions comply with the provisions of the Privacy Act of 1974 and should not be replaced. If on-hand quantities of these forms bear edition dates earlier than those shown, the revised forms should be requisitioned.

Requisitions for the forms should be directed to your area supply center in accordance with established procedures. Upon receipt of the forms requisitioned, destroy stock of the previous edition.—*Delivery Services Department, 1–31–80.*

International Mail—Articles Mailed Abroad

Subchapter 660, Publication 42, *International Mail,* pertains to the *mailing of articles abroad by or on behalf of senders in the United States.* Its provisions are based upon Article 20 of the Universal Postal Union Convention, which states, in part, that

> a member country shall not be bound to forward or deliver to the addressee letter-post items which senders resident in its territory post or cause to be posted in a foreign country with the object of profiting by the lower charges in force there; the same shall apply to such items posted in large quantities whether or not such postings are made with a view to benefiting from lower charges.

Existing USPS regulations specify that such articles are subject to the payment of United States postage under the following circumstances:

(a) When 200 or more pieces are mailed within a 30-day period and the foreign postage rate is lower than the U.S. domestic rate.

(b) When 5000 or more pieces are mailed within a 30-day period, irrespective of the differential in postage rates.

Some U.S. mailers and mailing services have been attempting to circumvent the intent of these regulations. Usually the sender or his representative mails just under 200 pieces from a foreign country to addressees in the U.S. Through this arrangement, the mailer seeks to avoid payment of U.S. postage, profiting from the lower postage rate in effect in the foreign country.

To prevent the loss of postal revenues from misuse of these regulations by certain domestic mailers, 661 of Publication 42 has been amended to read:

661 SCOPE AND APPLICABILITY

661.1 Mailings Affected. The special conditions described in this subchapter apply to items of mail posted in foreign countries by or on behalf of persons or firms whose residence or place of business is in the United States.

661.2 Postage Payment Requirement. Payment of United States postage is required to secure delivery of items of mail described in 661.1 under the following circumstances:

(a) When the foreign rate of postage applied to such items is lower than the comparable United States domestic rate of postage.

(b) When 1000 or more such items are mailed, regardless of whether the foreign postage rate is lower than the comparable United States domestic rate.

These changes will be reflected in a revision to Publication 42.—*Rates & Classification Dept., 1–31–80.*

Plastic Stamp Dispensers

Postmasters must keep plastic stamp dispensers in sufficient quantity to meet customer demand.

All CAG A–L post offices may order stamp dispensers from their stamp distribution office when ordering less-than-bulk quantity stamps during the scheduled requisitioning cycle. See Section 524, Handbook F–1, *Financial Handbook for Post Offices.*

Plastic stamp dispensers are available in boxes of 100 or cartons of 1,000. Post offices requiring less than 100 dispensers must order a minimum quantity of 10. See Figure 5–4, in Handbook F–1.

Stamp distribution offices may requisition full cartons of 1,000 dispensers from their accountable paper depository during the regular requisitioning cycle.—*Customer Services Dept., 1–31–80.*

Uniform Allowance

The ADMINISTRATIVE SUPPORT MANUAL (ASM) states in page 5 of Exhibit 351.31, Item 6–19 that Uniform Allowance Payment Case files should be disposed of after 6 months. The disposal of these files should be *4 years* instead of 6 months as stated in the 6–1–79 edition of the ASM. This change will be made in a future ASM revision.—*Finance Dept., 1–31–80.*

Contracting for Vehicle Hire

Correct Exhibit 1 on page 7 of POSTAL BULLETIN 21226, 1–3–80. The approximate storage capacity for ¼-ton vehicles is listed as 75 cubic feet. Change this to 50 cubic feet.—*Procurement & Supply Dept., 1–31–80.*

Inspection Service Appointments

The following appointments were effective January 12, 1980.

Richard J. Klenz, Regional Chief Inspector, Western Region.

John E. Dobbins, Inspector in Charge, Cincinnati Division.—*Inspection Service, 1–31–80.*

All Post Offices

Printed Matter Bulk Mailings

The notice on *Preparation of Bulk Mailings* in Postal Bulletin 21214, 10–18–79, indicated Part 763 of the Domestic Mail Manual will be replaced by Part 767, effective February 3, 1980. The provisions for using detached address labels on bound printed matter mailings were unintentionally omitted. The regulations on detached address labels continue in effect and will be in new section 767.6.

767.6 Optional Handling of Bulk Mailings. At the option of the mailer, address labels and unaddressed pieces weighing in excess of 2 pounds, which are addressed for delivery only in the mailer's local parcel post zones, may be mailed separately for local delivery at the office of mailing, subject to all of the following conditions:

a. The address labels, which may not measure less than 3½ by 5 inches, must show the full name, address, and ZIP Code of the sender and addressee and must be sorted by the mailer to the fourth and fifth digit of the ZIP Code.

b. Postage must be paid by permit imprints for each label, including labels returned as undeliverable. The imprint may be placed on the pieces or on the label (see 145).

c. The mailer must submit a completed Form 3605, *Statement of Mailing-Bulk Zone Rates,* with each mailing.

d. The total weight of pieces placed in a sack, carton, crate, or any other type of container must not exceed 70 pounds.

e. The mailer must send the address labels to the postmaster at the delivery office.

f. Address labels bearing incorrect, nonexistent, or otherwise undeliverable addresses are corrected or endorsed to show why they are undeliverable and returned to the mailer. Each envelope is rated with postage due at the address correction fee (see 712.2) for each address label contained in the envelope. At the request of the mailer, the postmaster will notify the mailer (at the mailer's expense and by any reasonable means specified by the mailer and approved by the postmaster) of the number of address labels being returned. The request for notification must accompany the labels. Correctly addressed labels will be held awaiting arrival of the pieces.

g. The mail pieces must be deposited at the acceptance point designated representative or agent, of the number of pieces deposited is less than the number of address labels provided, the postmaster must immediately notify the sender, or a designated representative or agent of the number of pieces required to complete the delivery. If the additional pieces are not delivered to the post office within 15 days, the excess address labels will be returned to the mailer at the third-class single piece rate (see 611.1). If the number of pieces deposited exceeds the number of address labels provided, the postmaster must notify the sender of the number of excess pieces. However, delivery will not be delayed. As soon as deliveries are completed, the postmaster will notify the sender of the number of any excess pieces remaining. The mailer may call for the excess pieces without charge. Any excess pieces not called for within 15 days will be returned to sender with postage due at the single piece bound printed matter rate.—*Rates & Classification Dept., 1–31–80.*

Stamp Poster

USPS Stamp Poster 80–6, which contains information about cancellations being made available at Lake Placid during the 1980 Winter Olympic Games, is being printed and distributed. The poster has two pages instead of the customary one page, and care should be taken that both pages are displayed for the information of customers.—*Customer Services Dept., 1–31–80.*

PROTECT YOUR BACK AS YOU RAISE THAT SACK, JUST BEND YOUR KNEES, AND YOU'LL LIFT WITH EASE.

POST OFFICE CHANGES NO. 8

(Supplemental to 1980 National ZIP Code and Post Office Directory.)

Abbreviations: B=Branch. C=City Delivery. Conv.=Converted. CPO=Community Post Office. Disc.=Discontinued. Estab.=Established. F=Finance. Fac.=Facility. I=Independent Post Office. IC=Independent City. MOU=Money Order Unit. MPO=Main Post Office. MR=Mailing Restrictions (from Part 126 PSM) apply. NP=Nonpersonnel. NZCD=National ZIP Code and Post Office Directory. P=Postal facility discontinued, name retained for address purposes. Resc.=Rescinded. S=Station. x=Classified. (Contract stations and branches do not have the symbol "x" following the symbol of type of installation.)

Symbols: (1)=Officially closed on date shown. Notice is for administrative record purposes. (2)=Officially established on date shown. Notice is for administrative record purposes. (3)=All services previously terminated. Date shown is official discontinued date for administrative purposes.

State	Name of post office	County/parish	Name of station, branch, or unit	Type S/B	ZIP Code	Change action	Effective date	Explanation of change
AL	Birmingham	Jefferson	Powderly	S	35221	Delete	9-28-79	S disc. Retain ZIP Code. (1)
CO	Englewood	Arapahoe	Denver Technical Center.	Sx	80111	Delete	1-26-80	Sx conv. to Bx to correct NZCD.
CO	do	do	do	Bx	80111	Add	1-26-80	
IL	Joliet	Will	Crest Hill	B	60435	Delete	9-17-79	B disc. Retain ZIP Code. (1)
KS	Bellaire	Smith		I	66934	Delete	3- 7-80	PO disc. Change ZIP Code only. Continue address of Bellaire, KS. (1)
KS	do	do		P	66952	Add	3- 8-80	
MA	Boston	Suffolk	Tremont	Sx	02116	Delete	8-31-79	Sx disc. Retain ZIP Code. (1)
MN	Melby	Douglas		I	56351	Delete	3- 8-80	PO disc. Change ZIP Code only. Continue address of Melby, MN. (1)
MN	do	do		P	56326	Add	3- 8-80	
MO	Brimson	Grundy		I	64626	Delete	3- 7-80	PO disc. Change ZIP Code only. Continue address of Brimson, MO. (1)
MO	do	do		P	64642	Add	3- 8-80	
MO	New Point	Holt		I	64472	Delete	3- 7-80	PO disc. Change ZIP Code only. Continue address of New Point, MO. (1)
MO	do	do		P	64473	Add	3- 8-80	
MO	Tracy	Platte		I	64091	Delete	3- 7-80	PO disc. Change ZIP Code only. Continue address of Tracy, MO. (1)
MO	do	do		P	64079	Add	3- 8-80	
NE	Antioch	Sheridan		I	69332	Delete	3- 7-80	PO disc. Change ZIP Code only. Continue address of Antioch, NE. (1)
NE	do	do		P	69340	Add	3- 8-80	
OH	Minersville	Meigs		I	45763	Delete	3- 8-80	PO disc. Change ZIP Code only. Continue address of Minersville, OH. (1)
OH	do	do		P	45760	Add	3- 8-80	
TN	Johnson City	Washington	Gray	Bx	37615	Add	10-15-79	Bx estab. with newly assigned ZIP Code. (2)
TX	Santa Anna	Coleman	Trickham	CPO	76878	Delete	12-28-79	CPO disc. Retain ZIP Code. (1)
WA	Grotto	King		I	98254	Delete	3-21-80	PO disc. Change ZIP Code only. Continue address of Grotto WA. (1)
WA	do	do		P	98288	Add	3-21-80	

—*Delivery Services Dept., 1–31–80.*

UNIFORM PROGRAM—LICENSED VENDOR LISTING

Each of the following uniform vendors has received a vendor's license since distribution of Publication 136, *Licensed Vendor Listing*. These lists must be posted where they are readily available for employee's perusal.

Allie Brothers	20331 Middlebelt	Livonia	MI 48152
James J. Alteri—Knapp Shoes	10 Parsons Street	Binghamton	NY 13903
Barr's Shoes	511 S. State	Belvidere	IL 61008
Clawson Shoes	27 E. 14 Mile Road	Clawson	MI 48017
Capitol	1227 Main Street	Niagara Falls	NY 14301
Career Corner	304 N. Galena	Freeport	IL 61032
Carney's Inc.	61 Main Street	Lincoln	ME 04457
Cooper's Sporting Goods	15 West Wellsboro Street	Mansfield	PA 16933
Easy Walker Shoes	P. O. Box 3145	Elida	OH 45807
Gall's Inc.	230 W. Main Street	Lexington	KY 40507
Gingiss Formal Wear Center	1835 Knoxville	Peoria	IL 61603
House of Uniforms	105 Dalton Avenue	Couer d'Alene	ID 83814
Jan's Uniform & Lingerie Shop	P.O. Box 447	Crystal River	FL 32629
J&M Uniforms & Supplies	1126 W. Main Street	Mesa	AZ 85201
John Lee	237 Capitol Street	Charleston	WV 25322
Lady D's Uniform Center	2106 Summerhill Road	Texarkana	TX 75501
M&M Men's Wear Army Store	375 Franklin Avenue	Aliquippa	PA 15001
Macon Shoe Company	371–3rd Street	Macon	GA 31202
Mendell's	Manor House Square	Yonkers	NY 10701
Nick's Shoe Service	5650 U.S. 19 N.	Holiday	FL 33590
Norman's Shoes	117 E. Jackson	Burnet	TX 78611
Patton, Tilman & Bruce	So. Pleasant Drive	Greensville	SC 29605
Payless Shoe Source	2508 W. Washington	E. Peoria	IL 61611
Phelps Shoes	Pierremont Mall	Shreveport	LA 71106
Phelps Shoes	Shreve City Center	Shreveport	LA 71105
Phelps Shoes	509–11 Milan Street	Shreveport	LA 71101
Phillips Shoe Store	730 Texas Street	Fairfield	CA 94533
Roy's Army & Navy Store	690 Main Street	Presque Isle	ME 04769
Shoe Hospital Retail	1901 Springs Road	Vallejo	CA 94590
Technical Footwear Corp.	315 Westbury Avenue	Carle Place	NY 11514
Vic Carton's Shoes, Inc.	542 Main Street	Coshocton	OH 43812

—*Labor Relations Dept. 1–31–80.*

VACANT REGULAR RURAL ROUTES LISTING NO. 80-8

The vacant rural routes listed below will be posted for bid in accordance with the USPS-NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this POSTAL BULLETIN. Those rural carriers having special bidding rights as defined in the USPS-NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
CENTRAL REGION					
Illinois	West Chicago	60185	02	41:55 (42H)	34.90
	Sterling	61081	02	47:22 (43J)	61.10
	Teutopolis	62467	01	51:48 (43K)	91.20
Indiana	Arcadia	46030	01	44:07 (44H)	62.52
	Churubusco	46723	01	47:27 (43J)	54 70
	Centerville	47330	02	47:46 (40K)	60.25
Iowa	Granville	51022	02	39:07 (39S)	83.65
	Clinton	52732	02	44:20 (44H)	55.40
Kentucky	Irvine	40336	03	38:23 (38S)	84.00
	Waynesburg	40489	02	32:30 (32S)	65.35
Minnesota	St. Paul	55124	01	45:07 (45H)	26.25
	Excelsior	55331	04	45:40 (46H)	17.70
	St. James	56081	02	45:32 (46H)	106.10
Missouri	Cape Girardeau	63701	01	50:23 (46J)	74.85
	Advance	63730	01	44:25 (44H)	87.35
North Dakota	Napoleon	58561	01	36:36 (37S)	117.85
Ohio	Fredericktown	43019	01	47:54 (40K)	66.81
	Newark	43055	02	48:12 (40K)	46.45
	Pataskala	43062	06	37:05 (37H)	33.30
	Newcomerstown	43832	02	40:18 (40S)	80 97
	Freeport	43973	01	40:52 (41S)	103 33
	Burton	44021	02	46:31 (43J)	44.70
	Perry	44081	03	47:10 (43J)	23.80
	Norwalk	44857	01	43:13 (43H)	32.75
	Versailles	45380	03	36:41 (37S)	66.07
	Lowell	45744	01	34:13 (34S)	73.70
	Marietta	45750	04	44:34 (41J)	56.15
Wisconsin	Browntown	53522	01	38:31 (39S)	79.50
	Luxemburg	54217	04	39:24 (39S)	55.00
	Washburn	54891	02	37:17 (37H)	24.82
	Oshkosh	54901	05	37:27 (37S)	53.85
	New London	54961	03	47:51 (44J)	80.80
EASTERN REGION					
Delaware	Dover	19901	05	50:23 (42K)	44.40
Maryland	Brookeville	20729	01	46:52 (43J)	52.30
	Emmitsburg	21727	02	30:26 (36S)	42.75
New York	Central Square	13036	03	52:15 (44K)	49.00
	Jamesville	13078	02	45:04 (45H)	52.20
	Bason	14013	01	46:36 (43J)	72.40
	Bath	14810	04	44:18 (44H)	70.70
Pennsylvania	Clarendon	16313	01	50:48 (42K)	54.60
	Titusville	16354	04	42:43 (43H)	58.00
	Dalton	18414	02	46:57 (43J)	56.10
Virginia	Altavista	24517	01	35:17 (35S)	31.00
NORTHEAST REGION					
Massachusetts	Leominster	01453	03	34:56 (35S)	21.60
	Grafton	01519	02	35:31 (36H)	20.00
	North Oxford	01537	01	35:15 (35S)	20.00
	Spencer	01562	02	44:08 (44H)	39.75
New Hampshire	Kingston	03848	02	36:02 (36S)	33.95
	Rochester	03867	03	49:11 (41K)	31.90
	Whitefield	03598	02	32:54 (33S)	56.80
Maine	Brewer	04412	01	36:25 (36S)	35.00
Vermont	St. Albans	05487	03	37:48 (38S)	42.35
Connecticut	Litchfield	06759	01	43:20 (43H)	47.10
SOUTHERN REGION					
Arkansas	Williford	72482	01	43:39 (44H)	82.35
	Pea Ridge	72751	02	35:45 (36S)	36.50
Florida	Jacksonville	32203	18	45:05 (45H)	42.15
	Tampa	33624	08	39:32 (40H)	22.70
Georgia	Marietta	30060	01	49:57 (42K)	38.75
	Griffin	30223	07	44:21 (44H)	68.85
	McDonough	30253	05	38:42 (39S)	48.40
	Savannah	31401	07	40:35 (41H)	27.75
North Carolina	Rocky Mount	27801	05	49:01 (41K)	56.20
Oklahoma	Oklahoma City	73125	15	35:40 (36S)	25.29
South Carolina	Charleston	29401	03	37:57 (38H)	25.85
	Anderson	29521	13	35:12 (35S)	55.50
	Travelers Rest	29690	04	47:32 (44J)	50.25
Tennessee	Chapel Hill	37034	01	34:17 (34S)	71.25
	Franklin	37064	04	47:28 (40K)	84.10
	Joelton	37080	01	44:35 (41J)	47.80
	Murfreesboro	37130	01	47:26 (40K)	67.20
	Friendsville	37737	02	33:51 (34S)	45.00
	Lenoir City	37771	01	47:22 (43J)	56.00
	Gleason	38229	01	41:10 (41S)	73.30
	Columbia	38401	05	37:10 (37S)	61.35
Texas	Sulphur Springs	75482	02	38:11 (38S)	77.35
	Bullard	75757	02	41:35 (42S)	88.60
	Oakwood	75855	02	34:49 (35S)	96.80
	Nacogdoches	75961	04	48:39 (45J)	59.70
	Arlington	76010	06	43:28 (43H)	26.65
	Fort Worth	76101	05	48:42 (45J)	85.00
	Decatur	76234	02	43:09 (43S)	106.10
	Ranger	76470	01	36:59 (37S)	100.90
	Waco	76701	04	48:32 (44J)	50.85
	Missouri City	77459	01	43:08 (43H)	15.10
	Bacliff	77518	01	38:54 (39H)	20.05
	Post	79356	02	39:60 (40S)	124.70
WESTERN REGION					
California	Fresno	93706	13	50:31 (42K)	68.35
	Sonora	95370	08	44:24 (41J)	47.05
	Tracy	95376	05	35:20 (35S)	44.80
Oregon	Tualatin	97062	01	41:47 (42H)	32.10
	Do	97062	06	40:55 (41H)	6.20
	Do	97062	07	35:22 (35H)	10.20
	Creswell	97426	02	43:44 (44H)	49.08
	Myrtle Creek	97457	02	42:18 (42S)	51.95
Utah	Layton	84041	03	45:16 (42J)	26.80
	Riverton	84065	03	43:09 (43H)	20.60
Washington	Bremerton	98310	06	47:47 (40K)	15.97

*The "Route Classification and Evaluation" published in this POSTAL BULLETIN may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

—*Labor Relations Dept., 1-31-80.*

MISSING OR STOLEN U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Insert any interim notices in sequence. **A. New Style.** (Listed below). The actual serial numbers consist only of the first 10 digits. Destroy the PB 21229 article. **B. Old Style.** The listing from PB 21148 is still valid. **C. Counterfeit.** The listing from PB 21190 is still valid.

165 705 7000 to 7999
167 061 1632 to 1699
167 982 3712 to 3799
173 960 5125 to 5699
184 342 9002 to 9099
190 137 2592 to 2699
193 127 0723 to 0799
193 273 8600 to 8999
193 991 8310 to 8319
194 519 7600 to 8099
195 263 7000 to 8999
195 322 5400 to 5699
197 427 0113 to 0149
198 354 3000 to 3099
199 567 1359 to 1999
203 297 6000 to 7499
203 619 3700 to 3999
203 851 6800 to 6899
203 977 4500 to 4775
204 108 8000 to 9999
206 493 4600 to 4799
206 793 5600 to 6499
208 287 8700 to 8899
208 385 5000 to 6999
209 728 2600 to 3099
210 176 8200 to 8599
210 868 4500 to 4699
211 238 0459 to 0999
211 436 5608 to 5699
211 526 0515 to 0599
211 527 2600 to 3099
211 682 3100 to 3599
212 420 2319 to 2399
212 791 9500 to 9599
213 123 9827 to 9999
213 578 4229 to 4399
213 822 5800 to 6299
214 158 2955 to 2999
214 159 4800 to 4999
215 043 7926 to 8199
215 532 5100 to 5399
215 538 0200 to 0499
216 678 6072 to 6999
217 210 7100 to 7299
217 241 5400 to 5799
217 268 2574 to 2699
217 667 3400 to 3599
217 672 4200 to 4599
217 902 4181 to 4299
218 755 4591 to 4699
218 976 2200 to 2399
220 350 0000 to 0999
221 371 4600 to 4999
221 626 2100 to 2299
221 661 5318 to 5499
222 224 8100 to 8499
222 510 0300 to 0499
222 536 2000 to 2299
224 057 4061 to 4299
224 206 6395 to 6499
224 554 9830 to 0399
225 268 1655 to 1799
225 711 9700 to 9999
225 712 0000 to 0999
225 767 2000 to 2299
226 904 0500 to 0599
227 097 4600 to 4699
227 254 9800 to 0099
227 611 4000 to 4599
228 660 5976 to 5999
229 117 4866 to 4999
229 346 9900 to 9999
229 434 3500 to 3599
229 434 3866 to 3899
229 531 9700 to 9899
229 563 1918 to 1999
229 576 1732 to 1799
229 576 1800 to 1899
229 585 4570 to 4599
230 035 4759 to 4799
230 099 6300 to 6399
230 406 2975 to 2999
230 577 6515 to 6599
230 826 8683 to 8799
231 126 6475 to 6499
231 147 0883 to 1499
231 507 1423 to 1499
231 525 7893 to 7999
231 651 8280 to 8299
231 686 0010 to 0099
231 725 2789 to 2799
231 770 2751 to 2762
231 873 7928 to 7999
232 295 7249 to 7599
232 319 6535 to 6599
232 426 6620 to 6699
232 665 0292 to 0399
233 262 7907 to 7999
233 407 5872 to 5899
233 453 8902 to 8929
233 516 6100 to 6199
233 638 1200 to 1799
233 845 9000 to 9099
234 031 6456 to 6999
234 064 8437 to 8499
234 261 4500 to 4599
234 398 5527 to 5599
234 431 3655 to 3699
234 500 2944 to 2999
234 659 4000 to 4199
234 659 8700 to 8999
234 742 1948 to 1999
234 802 1060 to 1199
234 997 1000 to 1599
235 254 2060 to 2099
235 439 6181 to 6299
235 644 7061 to 7099
235 925 8767 to 8799
236 145 5082 to 5099
236 388 4842 to 5099
236 467 6573 to 6599
236 566 2555 to 2599
236 571 9759 to 9781
236 576 9520 to 9599
236 656 6422 to 6499
236 755 8000 to 8099
236 937 5803 to 5999
236 941 5400 to 5499
237 413 7500 to 7599
237 423 4111 to 4199
237 457 5600 to 5699
237 457 5800 to 5899
237 574 8657 to 8799
237 702 6823 to 6899
237 702 6921 to 6999
238 165 7700 to 7799
238 169 7587 to 7599
238 377 4508 to 4599
238 377 4607 to 4699
238 586 3100 to 3299
239 199 0700 to 1099
239 204 9916 to 9999
239 481 4728 to 4799
239 549 7116 to 7499
239 575 2000 to 2199
239 596 4800 to 4999
239 640 5708 to 5728
239 724 1489 to 1499
239 985 7000 to 7499
240 042 3151 to 3169
240 108 6501 to 6599
240 252 6400 to 6899
240 256 2900 to 3199
240 559 4363 to 4399
240 639 3561 to 3599
240 855 7000 to 7099
240 901 5900 to 5999
241 081 9274 to 9299
241 224 7209 to 7299
241 685 5124 to 5199
241 694 1800 to 1899
241 753 7766 to 7799
241 902 2600 to 2799
242 021 2262 to 2499
242 327 4984 to 4999
242 576 1609 to 1699
242 585 4155 to 4299
242 591 4500 to 4699
242 605 0000 to 0999
242 621 8314 to 8399
242 781 0789 to 0799
242 816 1337 to 1399
243 112 4109 to 4120
243 228 7200 to 7499
243 766 6730 to 6799
243 805 0000 to 0299
243 906 7800 to 8199
244 299 2000 to 2199
244 366 8800 to 8899
244 381 3024 to 3099
244 525 0719 to 0799
244 657 7700 to 7899
244 678 2333 to 2499
244 742 7748 to 7799
244 743 7100 to 7399
244 895 5575 to 5599
245 103 9300 to 9399
245 118 6754 to 6768
245 279 1420 to 1499
245 279 1510 to 1599
245 591 1626 to 1799
245 695 0346 to 0399
245 973 2677 to 2699
246 076 7300 to 7399
246 155 4048 to 4099
246 155 5000 to 5499
246 402 6511 to 6599
246 608 6300 to 6399
246 609 9545 to 9799
246 741 2082 to 2099
246 816 2600 to 2699
246 973 1372 to 1399
247 012 0500 to 0599
247 066 9300 to 9399
247 113 5635 to 5699
247 490 1960 to 1999
247 490 2086 to 2099
247 497 4000 to 4099
247 544 0200 to 0214
247 556 1932 to 2999
247 575 4400 to 4499
247 579 4903 to 4999
247 929 6417 to 6799
247 983 1511 to 1899
248 120 4322 to 4399
248 244 7246 to 7299
248 317 7624 to 7699
248 397 2163 to 2199
248 423 4864 to 4999
248 440 7916 to 7971
248 718 7317 to 7399
249 680 4872 to 4899
249 945 6900 to 6999
249 996 6000 to 6099
249 996 6300 to 6499
250 452 4971 to 4999
250 483 0600 to 0699
250 496 1757 to 1773
250 547 7046 to 7099
250 565 7029 to 7099
250 833 7200 to 7399
250 951 4340 to 4363
250 991 9778 to 9799
251 518 6281 to 6399
251 964 6056 to 6199
252 171 2041 to 2056
252 235 4400 to 4499
252 235 4581 to 4899
252 432 6988 to 6999
252 828 0500 to 0999
253 175 2670 to 2699
253 293 5931 to 5940
253 446 4033 to 4099
253 547 6013 to 6049
253 547 6054 to 6099
800 502 3000 to 3999
800 941 7900 to 7999
801 278 3600 to 3999
801 579 6056 to 6098
801 629 1900 to 1999
802 029 5199 to 8999
802 265 0575 to 1999
802 774 0000 to 4999

UNITED STATES POSTAL SERVICE
WASHINGTON, D.C. 20260
OFFICIAL BUSINESS

PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE, $300

U.S.MAIL

FIRST CLASS

Schedule. The Postal Bulletin is published every Thursday by the Directives and Forms Division of the U.S. Postal Service, Washington, DC 20260.

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  For one time orders, send Form 7380 to the Eastern Area Supply Center.
  To change quantity received, send Form 1286 to the Directives and Forms Division, giving justification.

21231

UNITED STATES POSTAL SERVICE
U.S. MAIL

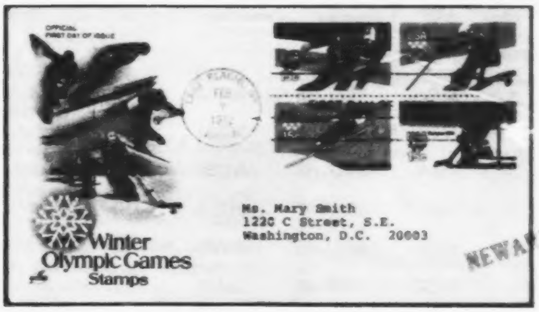
postal bulletin

PB 21231—February 7, 1980—16 Pages

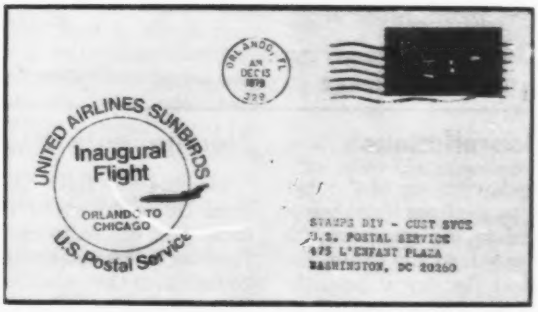
PHILATELIC COVERS

The Postal Service is offering a special series of pictorial postmarks celebrating the Olympic Torch Run from Yorktown, Virginia, to Lake Placid, New York, and the Winter Olympic Games in New York. Thousands of covers will be processed for collectors who are looking to the Postal Service to return them in excellent condition. This standard of care applies equally to all other philatelic covers.

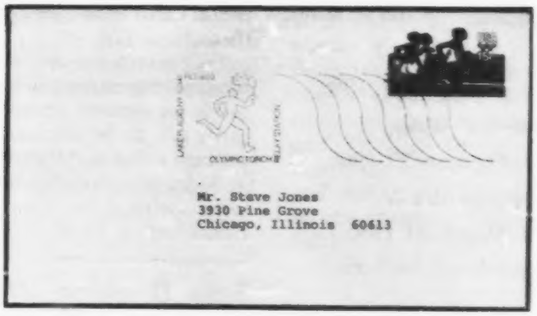
Sample first day covers, first flight covers, and covers with pictorial postmarks are illustrated below.—*Customer Services Dept., 2–7–80.*


OFFICIAL FIRST DAY OF ISSUE
Ms. Mary Smith
1220 C Street, S.E.
Washington, D.C. 20003
Winter
Olympic Games
Stamps

First Day Cover


ORLANDO, FL
AM
DEC 15
1979
UNITED AIRLINES SUNBIRDS
Inaugural
Flight
ORLANDO TO
CHICAGO
U.S. Postal Service
STAMPS DIV - CUST SVCS
U.S. POSTAL SERVICE
475 L'ENFANT PLAZA
WASHINGTON, DC 20260

First Flight Cover


OLYMPIC TORCH
Mr. Steve Jones
3930 Pine Grove
Chicago, Illinois 60613

Cover with Pictorial Postmark

The philatelic services provided to collectors by the Postal Service are a source not only of significant revenue but also goodwill. This goodwill is compromised whenever philatelic covers are carelessly handled by postal employees. Philatelic covers include not only first day covers, but also first flight covers and other covers containing pictorial postmarks. These covers are usually identified by a design printed on the left side of the envelope.

All clerks and carriers should ensure that philatelic covers are handled carefully as they pass through the mail-stream so that they are not damaged or defaced. **These covers should not be over-canceled, backstamped, marked "received this date" or otherwise defaced in any way on front or back. They also should not be used as a top piece in a bundle for destination labeling, or bent, folded, mutilated or damaged by rubber bands.**

NEWARK PUBLIC LIBRARY

Express Mail Service—Lake Placid

Effective immediately through February 28, 1980, Express Mail Service will be available to Lake Placid, New York.

Any post office which has New York City on its Next Day Service network may accept Next Day Express Mail Service Post Office to Addressee (Label 11–B) shipments for Lake Placid, NY 12946. Lake Placid may accept Next Day Express Mail items for the destinations on New York City's outgoing Next Day Express Mail Service network.—*Customer Services Dept., 2–7–80.*

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Money Orders, U.S. Missing or Stolen	15	1
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P 1-3.

International Mail—Changes

Effective immediately, registry service for parcel post to Guinea Bissau, Jamaica, and St. Thomas-and-Principe (formerly Portuguese West Africa) is discontinued.

Arrangements have been made with the postal administrations of Guinea Bissau, Jamaica, and St. Thomas-and-Principe to terminate the exchange of registered parcels between the United States and those countries since the volume of registered parcel post sent to those destinations does not warrant continuation of the service.

In Publication 42, *International Mail,* make the following corrections: In section 442.21 and 933.52, delete reference to Guinea Bissau, Jamaica, and St. Thomas-and-Principe. In Appendix A, Table 6–3, Parcel Post Registry Fees, delete Guinea Bissau and St. Thomas-and-Principe from Column D; delete Jamaica from Column E. In Appendix B, Country Information for Guinea Bissau, Jamaica, and St. Thomas-and-Principe (formerly Portuguese West Africa), in the Special Services—Parcel Post table, change the *Registry Service* entry to read: Available: No. Line through information presented for that entry under *Applicable Fee Table* and *References* columns.

A future revision of Publication 42 will reflect these changes.—*Rates & Classification Dept., 2–7–80.*

Employment of Law Students

Each summer the Law Department employs a few second year law students as clerks at Headquarters in Washington, DC. Any Postal Service employee who is currently enrolled in an accredited law school program leading to the award of a law degree in 1981 is invited to apply for a clerkship.

Applications of employees will be considered along with those that are received through other recruitment programs. To apply, please submit resume, transcript of law school grades, and a writing sample by March 7, 1980 to: Charles D. Hawley, Assistant General Counsel, General Administrative Law Division, Law Department.—*Law Dept., 2–7–80.*

Property Code Number Changes

Handbook F–43, *Property Code Numbers,* was revised November 15, 1979 and provides space at the bottom of each page for temporarily recording new PCN additions, changes, and deletions until the affected pages are reprinted. To keep the handbook current, make the following changes in the three sections: *PCN Numeric, Budget Index Code* (BIC) and *Alphabetical Sequence.*

Change Action	Class	BIC	Property Code No.	Commitment Account No.	Service Life	Description
Addition	A	2KY	2653. 03	86532	10	**Roof Pump Solar**
"	A	1HY	3177. 08	86531	10	**Tele Communicator Handicap**
"	A	1HY	3177. 09	86531	10	**Telephone Ans/Seq. Counter**
"	A	1ME	3577. 03	86531	15	**Projector-Viewer/ Film/Slide**
"	A	3VB	3899. 07	86533	10	**PSDS MOD Cost PCN 3999.70**
"	A	3VA	3859. 08	86533	10	**PSDS MOD Cost PCN 3999.75**
"	A	3KK	4539. 19	86433	10	**Mach Vend Stamp MOD PS 86**
"	A	2PY	6608. 03	86532	10	**Fuel/Lube Oil Blender Mobile**
"	A	2PY	6608. 04	86532	10	**Fuel/Lube Oil Blender Stat**

—*Finance Dept., 2–7–80.*

Special Cancellations

Postmasters having any of the special cancellation die hubs listed below are authorized to use them for the periods designated. At the end of the period the die hubs should be withdrawn from use and stored. Postmasters who do not have these special die hubs shall not request them without application by the sponsors.

Heart Fund

February 1–February 29, 1980.

National Defense Week

February 1–February 29, 1980.

Save Your Vision Week

February 1–March 20, 1980.

Forest Fires

AL, AK, FL, GA, LA, MS, NC, OK, SC, TN, TX—February 1–April 30 and October 1–November 30, 1980.

CN, DE, DC, KY, ME, MD, MA, NH, NJ, NY, PA, VT, RI, VA, WV—March 1–May 31, and September 1–October 31, 1980.

CA—May 1–October 1, 1980.

AZ, CO, ID, KS, MT, NE, NV, NM, VT, ND, SD, WY—May 1–October 31, 1980.

OR, WA—February 1–March 31, and June 1–September 30, 1980.—*Rates & Classification Dept., 2–7–80.*

Nonmailable Postal Cards

Complaints have been received from customers about the failure of some post offices to exchange or refund the full postage value for unused postal cards that are nonmailable because of their small size. Frequently, only 85 percent postage value is credited for unused nonmailable postal cards with messages printed on them.

Postmasters are reminded that customers requesting exchanges or refunds for unused nonmailable postal cards are to be credited for the full postage value of the postal cards. This includes postal cards which have messages printed on them.—*Rates & Classification Dept., 2–7–80.*

Safe Drinking Water Act

The Postal Service is required to comply with those provisions of the Safe Drinking Water Act, P.L. 93–523 as amended by P.L. 95–190 (42 USC 300j–6), which subject Federal agencies to all federal, state, and local requirements, substantive or procedural, whenever a project or activity is initiated which may endanger drinking water.

Section 517.7 of the ADMINISTRATIVE SUPPORT MANUAL will be revised to include this requirement in a future revision.—*Real Estate & Buildings Dept., 2–7–80.*

COST-OF-LIVING ANNUITY INCREASE

The Office of Personnel Management (OPM, formerly The Civil Service Commission) has announced that civil service annuities will be increased by 6 percent effective March 1, 1980. This increase is based on the full percentage change in the Consumer Price Index (CPI) from July 1979 through December 1979.

A. Notice to Employees

1. Installation heads should inform eligible employees contemplating retirement that a 6 percent cost-of-living increase is payable effective March 1, 1980. Eligible employees should also understand, however, that the retirement law guarantees that an *immediate* (not a deferred) annuity which begins after the effective date of a cost-of-living increase will be no less than it would have been had it commenced on the effective date of the increase. In essence, this law removes the requirement that an employee's annuity must begin on or before the effective date of a cost-of-living increase in order for the employee to benefit from the increase.

2. The annuity paid to an employee who retires on an immediate annuity no later than February 29, 1980, with annuity beginning on or before March 1, 1980, will be determined by comparing:

(a) The annuity that would have been payable based on service and high-three average pay as of August 31, 1979, plus the 6.9 percent cost-of-living increase that was effective September 1, 1979, with

(b) The amount of annuity earned as of the date of retirement. The employee is entitled to whichever rate is higher. That higher rate will be increased by 6 percent effective March 1, 1980.

3. Employees who separate for retirement on an immediate annuity on or after March 1, 1980, with annuity beginning on or after March 2, 1980, and before the effective date of the next following cost-of-living increase, will be entitled only to the larger of:

(a) The annuity actually earned as of the separation, date, or

(b) The annuity earned as of February 29, 1980, plus the 6 percent cost-of-living increase effective March 1, 1980.

B. Disposition of Annual Leave Balance

1. *Bargaining Unit Employees*

Unused current accured annual leave which exceeds the amount the bargaining unit employee is authorized to carryover from year to year must be used before retirement or be forfeited. The provisions for paying accumulated and current accrued annual leave apply to employees covered by collective bargaining agreements (See ELM 512.73d.)

2. *Non-Bargaining Unit Employees*

Non-bargaining unit employees are paid a lump sum for unused annual leave up to the authorized carryover and for accrued annual leave earned in the year of retirement (separation).

C. Granting LWOP in Certain Pending Disability Retirement Cases

1. A disability annuity begins the day after the employee's separation, or the day after his or her last day in a pay status if disability and service requirements are met.

2. There will probably be some pending disability retirement cases in which the OPM will be unable by February 29, 1980 to determine and notify interested parties whether the applicant is totally disabled. If the applicant is carried in a pay status after February 29, 1980, the employee will not be eligible for the comparative computation of annuity back to August 31, 1979 (see A-2). To avoid this situation, applicants may request, and installation heads may grant, leave without pay beginning March 1, 1980.

If the disability claim is disallowed, sick or annual leave with pay may be retroactively substituted for leave without pay. If the claim is allowed, the annuity begins March 1, 1980; unused accumulated annual leave is payable in a lump sum (see **B**); and unused sick leave is included in the annuity computation as in other retirement cases.

3. When a large amount of sick leave is involved, it may be more advantageous for the employee to remain in a pay status on sick leave and be separated when the sick leave expires. Although the employee would not be eligible for a comparative annuity computation back to August 31, 1979, he or she would be eligible for a comparative computation back to February 29, 1980 (see A-3).

D. Retirement Counseling

Form 2411, *Check List for Preretirement Interviews*, provides a guide on information that should be of interest to prospective retirees. Some information of general interest is repeated here for convenience.

1. Federal Income Tax

(a) A civil service annuitant does not pay Federal income tax on annuity until he or she has received annuity payments equal to the amount contributed to the Civil Service Retirement Fund.

(b) Based on Internal Revenue Service rules, an individual must meet *all* the following provisions to exclude up to $5200 of *disability annuity* from Federal income tax under the sick pay/disability exclusion:

(1) The taxpayer must retire on disability, and be *permanently and totally disabled* for any substantial gainful employment.

(2) The taxpayer must be under 65 during any year in which the exclusion is claimed. The exclusion ends at the beginning of the year in which 65 is reached, or at the beginning of an earlier year in which the taxpayer makes an irrevocable election not to have the exclusion apply.

(3) If the taxpayer's income from all sources exceeds $15,000, the amount of annuity which may be excluded from tax is reduced one dollar for each dollar of income over $15,000. If the taxpayer is married at the close of the taxable year, the disability exclusion is available only if the taxpayer and spouse file a joint return for the taxable year, except in the case of a husband and wife who lived apart at all times during the taxable year.

(c) An employee who retires under the disability provisions of the Civil Service Retirement Law (total disability for the *position* held at retirement) must prove to the satisfaction of the Internal Revenue Service that he or she meets the definition of disability contained in the tax law (total and permanent disability for any substantial gainful employment).

(d) Under the Tax Reform Act of 1976, there is no income tax advantage for disability retirement of an employee who will be 65 or over in the calendar year of retirement, since the sick pay/disability exclusion ends no later than the beginning of the year that 65 is reached. For employees under 65, clearcut advice cannot be offered regarding the income tax advantage of disability retirement versus optional retirement because the definition of disability in the tax law is different and more stringent than the definition of disability in the Civil Service retirement law. From a retirement standpoint, optional retirement can be processed more rapidly as the employee is not required to go to the time and expense of documenting the disability for retirement purposes.

(e) ***Refer questions relative to any aspect of Federal income tax to the District Director of Internal Revenue***

2. Federal Employees Group Life Insurance

(a) Regular (basic) life insurance (not accidental death and dismemberment) continues free after retirement on an immediate annuity provided the employee has been insured under the FEGLI program for:

(1) The five years of service immediately preceding retirement; *or*

(2) The full period(s) of service during which the regular life insurance was available to the employee, if less than five years.

(b) A postal employee who is eligible to continue regular life insurance into retirement may also continue the optional life insurance (not accidental death and dismemberment) if the optional life insurance has been in force for no less than:

(1) The five years of service immediately preceding retirement; *or*

(2) The full period(s) of service during which the optional life insurance was available to the employee, if less than five years. However, optional insurance premiums are paid (by automatic deductions from monthly annuity) until age 65. After age 65, optional insurance also continues free.

(c) When an employee retires at 65 or over, or when he or she reaches 65 (if retired before that age), both regular and optional insurance reduce by 2 percent a month. These reductions continue until the amount of insurance reaches 25 percent of the amount in force at retirement.

3. Health Benefits (Hospitalization and Medical)

An employee who retires on an immediate annuity may continue health benefits coverage into retirement if he or she has been enrolled (or covered as a family member) in a Federal health plan:

(a) During the 5 years of service immediately preceding retirement, or

(b) During all service since his or her first opportunity to enroll.

4. Election of Survivor Annuity

(a) Retiring employees who are married should be made aware of the small reduction, in annuity for providing survivor benefits for spouse. Married employees (male and female) who elect an annuity without survivor benefits to spouse should attach a note to their retirement application confirming this election and indicating they understand the monetary difference involved.

(b) Retirement counselors are advised that the retirement law provides that an annuity which is reduced to provide survivor benefits to spouse will be recomputed and paid at the unreduced rate when the retired employee's marriage to the designated spouse ends. (Advise the retiring employee to notify OPM as soon as possible when the spouse named to receive survivor annuity dies before the retired employee or when the marriage to the designated spouse ends by divorce or annulment.) The higher unreduced annuity rate will be paid for each full month during which the retired employee is not married. When the retired employee remarries, the annuity will again be reduced by the same percentage reductions which were in effect at the time of the retirement.

(c) Annuity increases based on this change in law will be paid only for applicable periods which begin on or after November 1, 1974. Direct all questions involving *retired* employees, including annuity adjustments, to the OPM, Retirement and Insurance Division, Washington, DC 20415.

E. Processing Retirement Applications

Installations should accurately process all retirement applications and related documents through appropriate channels to postal data centers as soon as possible.

F. Documents Required

The following forms (or information) must be completed and sent to respective postal data centers in all retirement cases:

1. SF 2801, *Application for Retirement.*

2. All copies of SF 2809, *Health Benefits Registration Form,* in the employee's personnel folder, if employee is eligible to continue enrollment into retirement.

3. SF 2810, *Notice of Change in Health Benefits Enrollment.*

4. SF 56, *Agency Certification of Insurance Status.*

5. SF 54, *Designation of Beneficiary,* if one is in the employee's folder.

6. Complete copy of employee's military discharge certificate, if available, and if honorable, active military service has not been verified and recorded in his or her official personnel folder and SF 2806, *Individual Retirement Record.*

7. Form 50-B, *Request for Personnel Action,* must be completed in all cases and sent to E&LR Information Center. The last day for which the employee was paid, either for work or for paid leave, must be entered in the remarks part of the form.—*Employee Relations Dept., 2-7-80.*

ZIP Code Directory Promotion

Promotional flyers announcing the retail sale of Publication 65, *National ZIP Code and Post Office Directory,* will be shipped February 4, 1980, directly to CAG A-G post offices, classified stations, and branches having business delivery service.

Delivery unit managers will begin the distribution of flyers February 20-21 to lockboxes, firm hold outs, caller service and to business delivery routes.

These flyers are designed to reach the business mailer who requires Publication 65. As a consequence, priority should be given the distribution of flyers to business establishments in accordance with their anticipated need for Publication 65.—*Delivery Services Dept., 2-7-80.*

Wanted Circular Canceled

Destroy the wanted circular issued January 12, 1977, for postal offender **Roger Creighton Anderson**.—*Inspection Service, 2-7-80.*

MAIL PROCESSING OPERATING PLAN

The standardized format and content of the Mail Processing Operating Plan requires several changes in Regional Instruction 1093, PO-207, filing 327, to accommodate the implementation of the Area Distribution Centers. This reproduction of the operating plan and instructions highlights all changes in bold face type.

All MOD 1 and MOD 2 offices must make the necessary changes to their operating plans by February 18, 1980.

This is a *minimum* operating plan required at all designated facilities. It provides a standard method of expanding that basic plan to allow incorporation of any additional operational targets desired by regions, districts, and/or local facility managements. Do not delete any segment of this minimum operating plan unless it is specifically permitted in these instructions.

The standard operating plan has two sections:

Section I. Service Standards and Facility Data. This section provides a standard and quickly digested operating description of the facility. Its primary use is above the local facility level.

Section II. Operating Targets. The core of the operating plan is the compilation of planning targets against which a facility should judge itself. It is not realistic to expect a facility to meet its operating plan every day. Failure to meet the operating plan on any given day does not imply a management failure. Consistent failure to meet operating targets does, however, indicate that either the planning function or the workroom floor needs corrective management action.

Local managements may establish an internal, self-evaluation system by which to measure their effectiveness. Because facilities may wish to use different targets as tools for evaluation, Headquarters will not mandate a format for such internal reporting. The current requirements of the Daily Mail Condition Reporting System remain, however.

Instructions

Section I. All items in the format must be included and numbered as they are in Exhibit B of the Regional Instruction. Indicate "N/A" (Not Applicable) if appropriate (i.e. Area Mail Processing Responsibilities, N/A).

Operating plans include a Platform Mail Arrival Profile within the Facilities Data Section. This must be in the specified format. The number to be recorded on the arrival profile is the percent of the total daily volume of each mail type listed.

It is not the intent of either the *Mail Arrival Profile* or *Average Daily Volumes* to establish a requirement for ongoing counts of mail.

Local discretion may be used to initially develop this data from existing records or perform a special count of mails. The data should only be updated when counts are taken for other purposes or as major changes occur (such as introduction of AMP).

Section II. Operating targets are to be shown in four major breakdowns:

Outgoing Operations
Area/State Distribution Center Operations
Incoming SCF Operations
Incoming City Operations

Where ADC/SDC or SCF operations are not conducted, those sections may be deleted completely. This is the *only* deletion from the minimum plan which is permitted. In all other cases the operation must be shown and *N/A* entered under *Immediate Supervisor*. For example:

	Planned Start	Critical Entry	Clearance	Immediate Supervisor
3. Machine Distribution				
a. MPLSM:				
PM Letters	--------	--------	--------	N/A

Within each breakdown, use the following designations:

A. Receipt & Opening Units
B. Express Mail
C. Priority Mail
D. First-Class Mail
E. Surface Preferential Mail
F. Parcel Post
G. Non-Preferential Mail
H. Special Distribution Programs (such as Washington, DC Government Mail Operations; or Foreign Mails).

Designations A, B, C, D, E, F, G, and H (if any) must be covered under *Outgoing Operations.*

Designations A, D, E, G, and H (if any) must be covered under ***Area/State Distribution Center Operations.***

Designations A, B, C, D, E, F, G, and H (if any) must be covered under *Incoming SCF Operations.*

Designations A, B, C, D, E, F, G, and H (if any) must be covered under *Incoming City Operations.*

Within each designation those entries in the Operation column which have been included in the minimum required plan are mandatory and *must* be numbered as shown. The purpose of this requirement is to insure that an operating plan number always refers to the same mail processing function regardless of the operating plan being read.

The facility has complete freedom to establish additional sub-operations below the operation level. When used, sub-operations will be designated by lower case letters (*x*, *y*, etc.). An example is shown at the end of this article.

SECTION I: SERVICE STANDARDS AND FACILITY DATA

Office: ______________________ Date ________

Service Standards Data

1. Defined Overnight Delivery Area (include SIP destinations)—FCM and Priority. (Place an asterisk by the name of those offices which are overnight for Priority mail but not overnight for First Class.

SCF Area or Post Office	ZIP Code(s)

2. Defined Overnight Delivery Area—Surface Preferential Mails

SCF Area or Post Office	ZIP Code(s)

3. Defined Parcel Post Holdout Delivery Area

SCF Area or Post Office	ZIP Code(s)

4. Area Mail Processing Responsibilities

SCF (indicate if entire SCF not done)	ZIP Code(s)

Facility Data

1. Authorized Distribution. Use format required for Logistics Directory.

2. Mechanization. Describe degree of mechanization stating the type of mechanization and number of machines by type. Indicate participation in experimental mechanization program where live mail is routinely processed.

   Specifically include (if any): OCRs, MPLSMS, SPLSMS, MPFSMs, SPFSMs, M36s, Mark II Facer/Cancelers, Parcel/Sack Sorters (include carousels/multi-slides).

3. Platform Mail Arrival Profile. Time is to be expressed in terms of the 24-hour clock. Each tour is to reflect eight entries, one for each operating hour. Volume entries are the percent (%) of the daily total volume received each hour.

Time	Express	Priority	Collection & AMP	Transit & Dest.[1]	Surface Pref	Non-Pref	Managed Mail[2]	Parcel Post
Tour 1								
Tour 1 Totals								
Tour 2								
Tour 2 Totals								
Tour 3								
Tour 3 Totals								
Total Daily %	100%	100%	100%	100%	100%	100%	100%	100%

4. Average Daily Volumes (FHP unless otherwise noted)

Express Mail	(Pouches)
Outgoing:	
Letters (FCM)	
Flats (FCM)	
Irregular Parcels (FCM)	
Priority	
Surface Preferential	(Sacks)
Non-Preferential	(Pieces, Sacks, or Containers)
SCF:	
Letters (FCM)	
Flats (FCM)	
Irregular Parcels (FCM)	
Priority	
Surface Preferential	(Sacks)
Non-Preferential	(Pieces, Sacks, or Containers)
MMP:	
Letters	
Flats	
Irregular Parcels	
Incoming (Non-MMP):	
Letters (FCM)	
Flats (FCM)	
Irregular Parcels	
Priority	
Surface Preferential	(Sacks)
Non-Preferential	(Pieces, Sacks, or Containers)

5. Names of Responsible Officials

Title	Phone Number
District Manager:	
MSC Manager:	
Postmaster:	
Director of Mail Processing:	
TMO:	
BMC:	

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[1] Pouches labeled City, SCF, or DIS exclusive of Managed Mail.

[2] For use at Area and State Distribution Centers only, Exhibit B.

SECTION II: OPERATING TARGETS

Office: ______________________ **Date:** ______________________

Outgoing Operations

Category	Operation	Planned Start Time	Critical Entry Time	Clearance Time	Immediate Supervisor (Title of Position)
A. Receipt & Opening Units					
	1. Platform arrival for last committed collection				
	a. Local				
	b. AMP				
	2. Platform arrival for last committed metered mail customer drop				
	3. Platform arrival for outgoing surface pref				
	4. Cull, face, and cancel				
	5. Metered mail preparation				
	6. Postmark changed				
	a. PM to —PM				
	b. —PM to AM				
	c. AM to PM				
B. Express Mail					
C. Priority					
	1. Distribution of Priority				
	2. Pouch rack distribution				
	3. Available at dock				
D. First Class					
	1. Manual primary distribution				
	a. First-Class Letters: PM				
	b. First-Class Letters:—PM				
	c. First-Class Flats: PM				
	d. First-Class Flats:—PM				
	e. Irregular Parcels: PM				
	f. Irregular Parcels:—PM				
	g. Uncoded Letters				
	h. Uncoded Flats				
	i. Uncoded Irregular Parcels				
	2. Manual secondary distribution				
	a. First-Class Letters				
	b. First-Class Flats				
	c. Uncoded Letters				
	d. Uncoded Flats				
	3. Machine distribution				
	a. MPLSM: PM Letters				
	b. MPLSM:—PM Letters				
	c. SPLSM: PM Letters				
	d. SPLSM:—PM Letters				
	e. Uncoded Letters				
	4. Pouch rack distribution (committed mails)				
	5. Available at dock (committed mails)				
	6. Available at dock (—PM and PM mails missing dispatch of value)				
E. Outgoing Surface Preferential Mail					
	1. Distribution				
	2. Pouch rack				
	3. Available at dock				
F. Outgoing Parcel Post					
	1. Available at dock for dispatch to BMC				
G. Outgoing Non-Preferential Mail					
	1. Opening unit operation				
	2. Distribution				
	a. Letters				
	b. Flats				
	3. Non-Pref rack				
	a. Distribution				
	b. Available at dock				

Section II—Continued

Area/State Distribution Center Operations

Category	Operation	Planned Start Time	Critical Entry Time	Clearance Time	Immediate Supervisor (Title of Position)
A.	Receipt and Opening Units				
	1. Platform arrival of MMP mail				
	2. Opening unit operation				
D.	MMP Mail				
	1. Manual primary distribution				
	a. MMP letters				
	b. MMP flats				
	c. Irregular parcels				
	d. Uncoded Letters				
	e. Uncoded Flats				
	f. Uncoded Irregular Parcels				
	2. Machine distribution				
	a. MPLSM				
	b. SPLSM				
	c. Uncoded Letters				
	3. Pouch rack distribution (Clearance time for MMP mails)				
	4. Available at dock (Clearance time for MMP mails)				
E.	Outgoing Surface Preferential Mail				
	1. Distribution				
	2. Pouch rack				
	3. Available at dock				
G.	Outgoing Non-Preferential Mail				
	1. Opening unit operation				
	2. Distribution				
	a. Letters				
	b. Flats				
	3. Non-Pref rack				
	a. Distribution				
	b. Available at dock				

Incoming SCF Operations

Category	Operation	Planned Start Time	Critical Entry Time	Clearance Time	Immediate Supervisor (Title of Position)
A.	Receipt and Opening Units				
	1. Platform arrival of final committed transportation				
	a. Priority				
	b. First Class				
	c. Surface Pref				
	d. Parcel Post				
	e. Non-Pref				
	2. Opening Units				
	a. Letter and Flats				
	b. Surface Pref				
	c. Parcel Post				
B.	Express Mail				
C. & D.	First Class & Priority				
	1. Manual primary SCF distribution				
	a. Priority				
	b. First-Class Letters				
	c. First-Class Flats				
	d. Irregular Parcels				
	2. Manual secondary SCF distribution				
	a. Priority				
	b. First-Class Letters				
	c. First-Class Flats				
	3. Machine SCF distribution				
	a. MPLSM				
	b. SPLSM				
	4. Pouch rack operation				
	5. Available at dock				
E.	Surface Preferential Mail				
	1. Distribution				
	2. Available at dock				

Section II—Continued

Incoming SCF Operations—Continued

Category	Operation	Planned Start Time	Critical Entry Time	Clearance Time	Immediate Supervisor (Title of Position)
F.	Parcel Post				
	1. Primary SCF parcel post distribution				
	2. Secondary SCF parcel post distribution				
	3. Available at dock				
G.	Non-Preferential Mail				
	1. Primary SCF distribution				
	a. Letters				
	b. Flats				
	2. Secondary SCF distribution				
	a. Letters				
	b. Flats				
	3. Non-Preferential rack				
	a. Distribution				
	b. Available at dock				

Incoming City Operations

Category	Operation	Planned Start Time	Critical Entry Time	Clearance Time	Immediate Supervisor (Title of Position)
A.	Receipt & Opening Units				
	1. Platform arrival of final committed transportation				
	a. Priority				
	b. First Class				
	c. Surface Pref				
	d. Parcel Post				
	e. Non-Preferential				
	2. Opening Units				
	a. Letter & Flats				
	b. Surface Pref				
	c. Parcel Post				
B.	Express Mail				
C. & D.	First Class & Priority				
	1. Manual primary city distribution				
	a. Priority				
	b. First-Class Letters				
	c. First-Class Flats				
	d. Irregular Parcels				
	2. Manual secondary city distribution				
	a. Priority				
	b. First-Class Letters				
	c. First-Class Flats				
	d. Irregular Parcels				
	3. Machine primary city distribution				
	a. MPLSM				
	b. SPLSM				
	4. Machine secondary city distribution				
	a. MPLSM				
	b. SPLSM				
	5. Local deliverable errors (missent) distribution				
	6. Box distribution completed				
	7. Pouch rack distribution				
	8. Available at dock				
	9. Special Delivery available for final Special Delivery run				
E.	Surface Preferential Mail				
	1. Distribution				
	2. Box section distribution				
	3. Available at dock				
F.	Parcel Post				
	1. Primary city distribution				
	2. Secondary city distribution				
	3. Available at dock				
G.	Non-Preferential Mail				
	1. Primary city distribution				
	a. Letters				
	b. Flats				
	2. Secondary city distribution				
	a. Letters				
	b. Flats				
	3. Available at dock				

GLOSSARY

Average Daily Volumes: The amount of mail, by class/attribute, processed through the facility on a typical day. (It is not the intent of this instruction to levy a requirement for a special count of volumes, but this data should be updated each time a study is performed for other reasons.)

Clearance Time: The latest time committed (outgoing p.m., -p.m., or incoming for today's delivery) mails must *complete* an operation if that mail is to make proper planned dispatch or delivery.

Critical Entry Time: The latest time committed (p.m., -p.m., or today's delivery) mail must be *available* to the operation if that mail is to complete the operation by its planned clearance time.

Dispatch of Value: The latest designated dispatch for a class of mail which will make service standards.

Mail Arrival Profile: An estimate of the percent of mail by class/type arriving at the platform each hour of each tour.

Major Mail Processing Facility: Any facility required to report volumes and hours under the Management Operating Data System, Part I or II.

Operation: A mail processing function, e.g., outgoing first-class letter distribution.

Operating Plan: An operating plan is a structured documentation of the processes to be performed, target times to be met, and supervisory responsibilities to be exercised for an office to achieve its processing and service standards.

Planned Start Time: The time that an operation should normally be started up given the expectation of average volumes.

Sub-Operation: A specific portion of an operation, e.g., Outgoing Manual First-Class Letter Distribution, Outgoing MPLSM First-Class Letter Distribution, and Outgoing SPLSM First-Class Distribution comprise the operation "Outgoing First-Class Letter Distribution."

EXAMPLE

The following is the standard minimum plan entry for FCM machine distribution.

Category	Operation	Planned Start Time	Critical Entry Time	Clearance Time	Immediate Supervisor (Title of Position)
3. Machine distribution					
a. MPLSM: PM Letters					
b. MPLSM: —PM Letters					
c. SPLSM: PM Letters					
d. SPLSM: —PM Letters					
e. Uncoded Letters					

If a facility management felt the need to expand those targets because MPLSM's are used to perform FCM secondary operations, the entry should be as follows:

3. Machine distribution				
a. MPLSM: PM Letters				
b. MPLSM: —PM Letters				
c. SPLSM: PM Letters				
d. SPLSM: —PM Letters				
e. Uncoded Letters				
e. MPLSM Secondary: PM Letters				
f. MPLSM Secondary: —PM Letters				

—*Mail Processing Dept., 2–7–80.*

THIS OFFICE WILL BE CLOSED MONDAY, FEBRUARY 18

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Warning Notice—Unrecovered Stolen Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)

The following money orders are void and should not be cashed: (1) All card type orders. (2) New style orders 000,000,001—199,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, KIA OB1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21227 article.

200,400,512 to 0,600
200,467,313 to 7,500
201,328,601 to 9,300
201,963,699 to 3,800
201,980,250 to 0,299
202,545,957 to 6,000
207,218,569 to 8,600
208,872,242 to 2,257
209,190,001 to 5,000
210,301,801 to 2,000
210,835,285 to 5,300
210,935,633 to 5,700
212,900,201 to 0,300
213,345,001 to 5,100
213,504,865 to 5,000
216,823,954 to 4,000
217,621,979 to 2,100
217,622,401 to 2,800
218,660,066 to 0,700
219,494,026 to 4,130
219,692,001 to 2,100
224,126,989 to 7,100
226,781,246 to 1,400
226,073,655 to 3,700
227,129,004 to 9,400
227,564,701 to 4,800
229,000,595 to 0,600
229,083,686 to 3,700
229,428,120 to 8,300
230,004,990 to 5,200
230,143,701 to 4,000
231,387,001 to 7,500
234,067,232 to 7,300
235,833,783 to 3,800
237,386,845 to 7,000
238,758,669 to 8,730
239,162,130 to 2,200
239,863,796 to 3,870
239,864,826 to 4,900
240,362,301 to 2,600
241,535,801 to 6,000
242,545,470 to 5,800
242,917,801 to 8,000
243,920,027 to 0,100
244,343,084 to 3,100
244,583,557 to 3,600
245,740,589 to 0,600
245,767,347 to 7,400
247,636,179 to 6,200
247,649,190 to 9,200
247,760,081 to 0,100
250,442,960 to 3,000
252,160,301 to 0,393
252,494,635 to 4,700
253,094,279 to 4,400
253,181,800 to 1,900
253,641,268 to 1,300
254,680,851 to 0,900
259,412,918 to 2,954
261,707,201 to 7,400
261,766,701 to 6,800
262,740,206 to 0,300
263,414,901 to 5,800
264,474,080 to 4,300
266,472,561 to 2,860
268,746,401 to 6,500
270,677,679 to 7,696
272,291,501 to 1,600
274,450,824 to 0,900
274,873,716 to 4,100
275,288,303 to 8,700
278,286,361 to 6,400
278,737,201 to 7,300
278,846,365 to 6,600
282,204,343 to 4,700
282,909,819 to 9,900
284,943,445 to 3,500
285,397,992 to 8,400
286,837,601 to 7,900
288,349,047 to 9,500
288,657,574 to 7,600
291,853,923 to 3,969
295,946,650 to 6,661
296,077,001 to 7,053
296,077,201 to 7,300
297,173,660 to 3,900
297,213,342 to 3,500
297,444,801 to 5,500
297,700,501 to 0,700
298,072,101 to 2,600
299,902,655 to 2,700
305,253,101 to 3,600
306,165,495 to 5,500
306,698,463 to 8,500
306,933,345 to 3,400
307,200,601 to 1,000
307,806,061 to 6,100
310,917,957 to 8,100
310,956,020 to 6,200
311,577,901 to 8,100
311,994,658 to 4,700
314,162,132 to 2,200
315,105,301 to 5,500
315,788,118 to 8,140
317,630,301 to 0,400
321,087,737 to 7,800
321,272,306 to 2,400
321,489,229 to 9,300
322,180,820 to 1,000
323,294,360 to 4,400
323,296,838 to 6,856
323,297,695 to 7,730
323,485,231 to 5,240
323,997,101 to 7,400
326,023,246 to 3,300
328,436,401 to 6,500
331,892,798 to 3,000
332,069,432 to 9,500
336,646,801 to 7,300
336,661,265 to 1,500
336,825,701 to 7,000
336,909,925 to 0,000
337,395,212 to 5,300
338,038,706 to 8,800
338,891,701 to 2,200
339,735,184 to 5,200
340,711,001 to 3,000
341,462,701 to 2,900
343,703,708 to 3,900
343,945,919 to 5,940
344,536,201 to 6,400
344,821,230 to 1,297
344,854,601 to 4,700
345,986,501 to 6,600
347,238,201 to 8,300
347,975,946 to 5,959
348,190,501 to 0,900
349,779,757 to 9,800
351,452,949 to 3,000
351,490,001 to 0,600
355,360,601 to 1,000
359,547,122 to 7,150
359,790,481 to 0,540
359,791,901 to 1,920
359,994,676 to 4,700

POST OFFICE CHANGES NO. 9

(Supplemental to 1980 National ZIP Code and Post Office Directory.)

Abbreviations: B=Branch. C=City Delivery. Conv.=Converted. CPO=Community Post Office. Disc.=Discontinued. Estab.=Established. F=Finance. Fac.=Facility. I=Independent Post Office. IC=Independent City. MOU=Money Order Unit. MPO=Main Post Office. MR=Mailing Restrictions (from Part 126 PSM) apply. NP=Nonpersonnel. NZCD=National ZIP Code and Post Office Directory. P=Postal facility discontinued, name retained for address purposes. Resc.=Rescinded. S=Station. x=Classified. (Contract stations and branches do not have the symbol "x" following the symbol of type of installation.)

Symbols: (1)=Officially closed on date shown. Notice is for administrative record purposes. (2)=Officially established on date shown. Notice is for administrative record purposes. (3)=All services previously terminated. Date shown is official discontinued date for administrative purposes.

State	Name of post office	County/parish	Name of station, branch, or unit	Type S/B	ZIP Code	Change action	Effective date	Explanation of change
MA	Hudson	Middlesex	Gleasondale	CPO	01749	Delete	3-30-79	CPO Disc. Retain ZIP Code.
MS	Quentin	Franklin		I	39660	Delete	3- 7-80	PO Disc. Change ZIP Code only. Continue address of Quentin, MS.
MS	do	do		P	39647	Add	3- 7-80	
MO	Salisbury	Chariton	Forest Green	CPO	65249	Delete	2-28-79	CPO & ZIP Code disc. Amend PB 21211.
NY	Brooklyn	Kings	Glendale	SX	11227	Delete	1-12-80	SX parent PO and ZIP Code changed.
NY	Flushing	Queens	do	SX	11385	Add	1-12-80	
NY	Brooklyn	Kings	Fresh Pond	SX	11227	Delete	1-12-80	SX parent PO and ZIP Code changed.
NY	Flushing	Queens	do	SX	11385	Add	1-12-80	
PR	San Juan	Bayamon	Bayamon Garden	BX	00619	Delete	1-29-80	BX ZIP Code changed to correct NZCD.
PR	do	do	do	BX	00620	Add	1-29-80	
PR	Hatillo	Arecibo		I	00659	Add	1-26-80	C estab.
TN	Kimmins	Lewis		I	37081	Delete	3-21-80	PO Disc. Change ZIP Code only. Continue address of Kimmins, TN.
TN	do	do		P	38462	Add	3-21-80	

—Delivery Services Dept., 2-7-80.

VACANT REGULAR RURAL ROUTES LISTING NO. 80–9

The vacant rural routes listed below will be posted for bid in accordance with the USPS–NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this POSTAL BULLETIN. Those rural carriers having special bidding rights as defined in the USPS–NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
CENTRAL REGION					
Illinois	Kankakee	60901	03	43:08 (43H)	32. 70
	Rockford	61125	17	51:13 (43K)	42. 05
	Streator	61364	06	40:37 (41S)	90. 20
	Tiskilwa	61368	01	45:04 (45H)	84. 10
Indiana	Alexandria	46001	01	43:33 (44H)	48. 52
	LaPorte	46350	11	43:43 (44H)	40. 10
	Valparaiso	46383	14	42:12 (42H)	28. 24
	Wheatfield	46392	02	44:27 (41J)	78. 40
	Connersville	47331	03	47:50 (40K)	62. 35
	Hillsboro	47949	01	38:45 (39S)	87. 35
Iowa	Hampton	50441	03	39:42 (40S)	39. 42
	Ionia	50645	02	47:54 (44J)	102. 09
	Sioux City	51101	03	51:29 (43K)	33. 00
	Rock Rapids	51246	02	44:56 (45H)	111. 50
Kansas	Colony	66015	02	39:43 (40S)	120. 75
	Chanute	66720	03	44:09 (44H)	95. 00
	Uniontown	66779	01	43:45 (44H)	130. 50
	Strong City	66869	01	40:37 (41S)	129. 20
	Herington	67449	03	39:41 (40S)	109. 30
Kentucky	Milton	40045	03	37:53 (38S)	67. 50
	Willisburg	40078	01	31:14 (31S)	82. 30
	Richmond	40475	04	46:09 (42J)	80. 05
	Hazard	41701	01	48:21 (44J)	54. 50
Minnesota	Hugo	55038	03	41:07 (41H)	50. 40
	Annandale	55302	01	45:11 (45H)	76. 97
	Rochester	55901	01	49:18 (45J)	72. 25
	Austin	55912	03	49:52 (46J)	80. 55
	St. Cloud	56301	04	47:45 (44J)	70. 35
	Roseau	56751	02	45:59 (42J)	98. 40
Missouri	Marthasville	63357	02	41:50 (42H)	52. 40
	Farmington	63640	02	50:55 (42K)	75. 95
	do	63640	04	49:27 (45J)	46. 60
	Kansas City	64108	13	40:26 (40H)	35. 15
	Fulton	65251	01	47:09 (43J)	81. 65
	Miller	65707	01	44:40 (41J)	75. 95
Nebraska	Emerson	68733	02	37:01 (37S)	110. 85
Ohio	Bryan	43506	01	52:41 (44K)	61. 70
	Burton	44021	03	36:25 (36S)	28. 70
	Carrollton	44615	06	52:21 (44K)	105. 85
	Middleport	45760	01	33:14 (33S)	50. 40
South Dakota	Oldham	57051	01	43:37 (44S)	139. 85
Wisconsin	Plover	54467	03	42:11 (42H)	25. 20
	Lake Tomahawk	54539	01	37:19 (37S)	88. 90
	Minocqua	54548	03	35:38 (35S)	34. 75
EASTERN REGION					
New York	Eden	14057	02	45:50 (46H)	37. 80
	Lockport	14094	01	51:28 (43K)	40. 65
Pennsylvania	New Foundland	18445	01	38:42 (39S)	62. 40
	Kempton	19529	02	42:04 (42H)	58. 40
Virginia	Charlottesville	22906	06	49:57 (46J)	55. 10
	Williamsburg	23185	03	49:27 (45J)	48. 90
	Rocky Mount	24151	06	43:04 (43H)	42. 10
West Virginia	Murraysville	26153	01	34:08 (34S)	77. 60
NORTHEAST REGION					
Massachusetts	Acton	01720	04	53:27 (45K)	18. 80
	Haverhill	01830	02	53:42 (45K)	29. 35
Maine	Bridgton	04009	02	40:11 (40S)	44. 30
	Gardiner	04345	05	47:14 (43J)	53. 70
New York	Saugerties	12477	05	32:13 (32S)	25. 35
SOUTHERN REGION					
Alabama	Calera	35040	02	36:00 (36S)	63. 00
	Birmingham	35203	03	42:18 (42H)	36. 70
	do	35203	13	41:04 (41H)	42. 90
	Carrollton	35447	02	44:57 (45H)	94. 05
	Weaver	36277	02	44:01 (44H)	27. 46
Arkansas	Bearden	71720	01	39:05 (39S)	96. 20
	El Dorado	71730	03	51:24 (43K)	71. 18
Florida	Live Oak	32060	01	46:04 (46H)	89. 35
	MacClenny	32063	02	35:46 (36S)	41. 35
	Ocala	32670	15	48:41 (41K)	58. 35
	Stuart	33494	06	40:17 (40H)	14. 95
Georgia	Cedertown	30125	01	51:59 (43K)	66. 20
	Covington	30209	08	40:01 (40S)	53. 70
	Brinson	31725	01	35:55 (36S)	82. 40
North Carolina	Granite Falls	28630	01	52:35 (44K)	64. 00
	do	28630	02	49:09 (41K)	40. 00
	Grassy Creek	28631	01	36:52 (37S)	85. 00
Oklahoma	Watonga	73772	02	55:12 (46K)	107. 65
	Holdenville	74848	02	38:55 (39S)	109. 60
Texas	Missouri City	77459	16	35:40 (36H)	11. 10
	Georgetown	78626	06	44:26 (41J)	33. 65
WESTERN REGION					
California	Jamestown	95327	02	35:25 (35S)	33. 80
Colorado	Rocky Ford	81067	02	40:56 (41H)	76. 30
Oregon	Turner	97392	02	49:21 (41K)	47. 45
	Redmond	97756	02	52:47 (44K)	85. 15
Washington	Wenatchee	98801	02	48:33 (45J)	55. 05
	Chattaroy	99003	02	35:38 (36S)	41. 85
	Spokane	99210	09	43:35 (44H)	35. 15

*The "Route Classification and Evaluation" published in this POSTAL BULLETIN may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

—Labor Relations Dept., 2–7–80.

WHEN IN THE SNOW . . . DO DRIVE SLOW

MISSING OR STOLEN U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Insert any interim notices in sequence. **A. New Style.** (Listed below). The actual serial numbers consist only of the first 10 digits. Destroy the PB 21230 article. **B. Old Style.** The listing from PB 21148 is still valid. **C. Counterfeit.** The listing from PB 21190 is still valid.

165 705 7000 to 7999
167 061 1632 to 1699
167 982 3712 to 3799
173 960 5125 to 5699
190 137 2592 to 2699
193 273 8600 to 8999
194 519 7600 to 8099
195 263 7000 to 8999
195 322 5400 to 5699
197 427 0113 to 0149
198 354 3000 to 3099
199 567 1359 to 1999
203 297 6000 to 7499
203 619 3700 to 3999
203 851 6800 to 6899
203 977 4500 to 4775
204 108 8000 to 9999
206 493 4600 to 4799
206 793 5600 to 6499
208 287 8700 to 8899
208 385 5000 to 6999
209 728 2600 to 3099
210 176 8200 to 8599
210 868 4500 to 4699
211 238 0459 to 0999
211 436 5608 to 5699
211 527 2600 to 3099
211 682 3100 to 3599
212 791 9500 to 9599
213 123 9827 to 9999
213 578 4229 to 4399
213 822 5800 to 6299
214 158 2955 to 2999
214 159 4800 to 4999
215 043 7926 to 8199
215 532 5100 to 5399
215 538 0200 to 0499
216 678 6072 to 6999
217 210 7100 to 7299
217 241 5400 to 5799
217 268 2574 to 2699
217 667 3400 to 3599
217 672 4200 to 4599
217 902 4181 to 4299
218 755 4591 to 4699
218 976 2200 to 2399
220 350 0000 to 0999
221 371 4600 to 4999
221 626 2100 to 2299
221 661 5318 to 5499
222 224 8100 to 8499
222 510 0300 to 0499
222 536 2000 to 2299
224 057 4061 to 4299
224 206 6395 to 6499
224 554 9830 to 0399
225 268 1655 to 1799
225 711 9700 to 9999
225 712 0000 to 0999
225 767 2000 to 2299
226 904 0500 to 0599
227 097 4600 to 4699
227 254 9800 to 0099
227 611 4000 to 4599
228 660 5976 to 5999
229 117 4866 to 4999
229 346 9900 to 9999
229 434 3500 to 3599
229 434 3866 to 3899
229 531 9700 to 9899
229 563 1918 to 1999
229 576 1732 to 1799
229 576 1800 to 1899
229 585 4570 to 4599
230 099 6300 to 6399
230 406 2975 to 2999
230 577 6515 to 6599
230 826 8683 to 8799
231 126 6475 to 6499
231 147 0883 to 1499
231 525 7893 to 7999
231 651 8280 to 8299
231 725 2789 to 2799
231 770 2751 to 2762
231 873 7928 to 7999
232 295 7249 to 7599
232 319 6535 to 6599
232 426 6620 to 6699
232 665 0292 to 0399
233 262 7907 to 7999
233 407 5872 to 5899
233 453 8902 to 8929
233 516 6100 to 6199
233 638 1200 to 1799
233 845 9000 to 9099
234 031 6456 to 6999
234 064 8437 to 8499
234 261 4500 to 4599
234 398 5527 to 5599
234 431 3655 to 3699
234 500 2944 to 2999
234 659 4000 to 4199
234 659 8700 to 8999
234 742 1948 to 1999
234 802 1060 to 1199
234 997 1000 to 1599
235 254 2060 to 2099
235 439 6181 to 6299
235 644 7061 to 7099
235 925 8767 to 8799
236 145 5082 to 5099
236 388 4842 to 5099
236 467 6573 to 6599
236 566 2555 to 2599
236 571 9759 to 9781
236 576 9520 to 9599
236 656 6422 to 6499
236 755 8000 to 8099
236 937 5803 to 5999
236 941 5400 to 5499
237 413 7500 to 7599
237 423 4111 to 4199
237 457 5600 to 5699
237 457 5800 to 5899
237 574 8657 to 8799
237 702 6825 to 6899
237 702 6921 to 6999
238 165 7700 to 7799
238 169 7587 to 7599
238 377 4508 to 4599
238 377 4607 to 4699
238 586 3100 to 3299
239 199 0700 to 1099
239 204 9916 to 9999
239 481 4728 to 4799
239 549 7116 to 7499
239 575 2000 to 2199
239 596 4800 to 4999
239 640 5708 to 5728
239 724 1489 to 1499
239 985 7000 to 7499
240 042 3151 to 3169
240 108 6501 to 6599
240 252 6400 to 6899
240 256 2900 to 3199
240 559 4363 to 4399
240 639 3561 to 3599
240 855 7000 to 7099
240 901 5900 to 5999
241 081 9274 to 9299
241 224 7209 to 7299
241 685 5124 to 5199
241 694 1800 to 1899
241 753 7766 to 7799
241 902 2600 to 2799
242 021 2262 to 2499
242 327 4984 to 4999
242 576 1609 to 1699
242 585 4155 to 4299
242 591 4500 to 4699
242 605 0000 to 0999
242 621 8314 to 8399
242 781 0789 to 0799
242 816 1337 to 1399
243 112 4109 to 4120
243 228 7200 to 7499
243 766 6730 to 6799
243 805 0000 to 0299
243 906 7800 to 8199
244 299 2000 to 2199
244 366 8800 to 8899
244 381 3024 to 3099
244 525 0719 to 0799
244 657 7700 to 7899
244 678 2333 to 2499
244 742 7748 to 7799
244 743 7100 to 7399
244 895 5575 to 5599
245 103 9300 to 9399
245 103 9400 to 1499
245 118 6754 to 6768
245 279 1420 to 1499
245 279 1510 to 1599
245 591 1626 to 1799
245 695 0346 to 0399
245 973 2677 to 2699
246 076 7300 to 7399
246 155 4048 to 4099
246 155 5000 to 5499
246 402 6511 to 6599
246 608 6300 to 6399
246 609 9545 to 9799
246 741 2082 to 2099
246 816 2600 to 2699
246 973 1372 to 1399
247 012 0500 to 0599
247 066 9300 to 9399
247 113 5635 to 5699
247 490 1960 to 1999
247 490 2086 to 2099
247 497 4000 to 4099
247 544 0200 to 0214
247 556 1932 to 2999
247 575 4400 to 4499
247 579 4903 to 4999
247 929 6417 to 6799
247 983 1511 to 1899
248 120 4322 to 4399
248 244 7246 to 7299
248 317 7624 to 7699
248 397 2163 to 2199
248 423 4864 to 4999
248 440 7916 to 7971
248 718 7317 to 7399
249 680 4872 to 4899
249 945 6900 to 6999
249 996 6000 to 6099
249 996 6300 to 6499
250 452 4971 to 4999
250 483 0600 to 0699
250 547 7046 to 7099
250 565 7029 to 7099
250 833 7200 to 7399
250 951 4340 to 4363
250 991 9778 to 9799
251 518 6281 to 6399
251 964 6056 to 6199
252 171 2041 to 2056
252 235 4400 to 4499
252 235 4581 to 4899
252 432 6988 to 6999
252 828 0500 to 0999
253 175 2670 to 2699
253 293 5931 to 5940
253 446 4033 to 4099
253 547 6013 to 6049
253 547 6054 to 6099
800 502 3000 to 3999
800 941 7900 to 7999
801 278 3600 to 3999
301 579 6056 to 6098
801 629 1900 to 1999
802 029 5199 to 8999
802 265 0575 to 1999
802 774 0000 to 4999

UNITED STATES POSTAL SERVICE
WASHINGTON, D.C. 20260
OFFICIAL BUSINESS

PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE, $300

U.S.MAIL

FIRST CLASS

Schedule. The Postal Bulletin is published every Thursday by the Directives and Forms Division of the U.S. Postal Service, Washington, DC 20260.

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21232

UNITED STATES POSTAL SERVICE U.S. MAIL

postal bulletin

PB 21232—February 14, 1980—12 Pages

To All Postmasters, Levels EAS 18–22

On July 28, 1979, the Expanded Postmaster Criteria Program was implemented for associate office postmasters level 22 and below. A study has been in progress to determine the impact on supervisors of changes in postmaster levels, and is now in its final stage of development. The project team, working with various representatives of national and regional headquarters and the postmaster and supervisor associations, has developed a proposed supervisory staffing workload determination system that is compatible with the Expanded Postmaster Criteria. I believe such a system can and will more closely align supervisory staffing with the actual supervisory workload of the individual EAS 18 to 22 offices.

To complete the development of the system and to prepare for a meaningful consultative process, actual associate office data is required. Therefore, please read the instructions and complete the form found on page 5 in this bulletin, and forward to your MSC manager/postmaster no later than February 29, 1980.

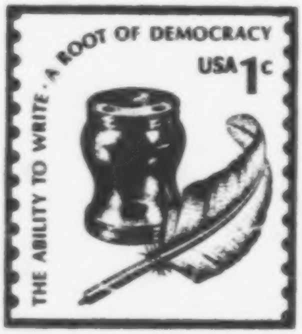
As was the case with the Expanded Postmaster Criteria, the necessity for accurate information from each associate office cannot be over-emphasized.

Carl C. Ulsaker
Senior Assistant Postmaster
General
Employee and Labor Relations
Group

1-Cent Americana Coil Stamp

Description. The 1-cent Americana coil stamp will be placed on sale at New York, NY 10001 on March 6, 1980.

Do Not Sell Before Mar. 7, 1980.



Size: 0.75 x 0.87 inches.
Color: Blue on green stock.
Issued in coils of 500 and 3,000.
Designer: Kramer, Miller, Lomden and Glassman.

Collectors. Collectors are reminded that regular postage stamps, do not receive the same automatic distribution as commemorative stamps and thus will not be as widely available as commemoratives. Consequently, many customers will be unable to purchase the stamps and affix them to their own envelopes. However, all post offices are encouraged to requisition sufficient quantities to meet local philatelic demand.

First-day cover cancellations may be obtained by one of the following methods:

a. Customer Affixing Stamps. Customers may purchase the stamps at local post offices and affix them to their own envelopes. In order to meet the first class postage rate, an additional 14 cents postage is required. All envelopes must be addressed. Peelable address labels are recommended and a filler card of postal card thickness should be inserted in each cover. Orders must be postmarked by March 31, 1980, and should be addressed to First Day Cancellations,

Continued on p. 2

Express Mail—Olympic Village

Last week's POSTAL BULLETIN announced the availability of Express Mail Service to Lake Placid, New York 12946 during the Winter Olympic Games. In addition to the Lake Placid address, Express Mail may also be accepted for Olympic Village, Ray Brook, NY 12999; or Olympic Village, NY 12999.—*Customer Services Dept., 2–14–80.*

Customer Complaints

It is important to give quick and complete response to customer complaints to the Office of the Postmaster General and other Headquarters offices. Field offices must give priority attention to requests from Headquarters for information and assistance in resolving these complaints. Prompt, factual, and complete information is mandatory for satisfactory resolutions.

Sectional center managers and postmasters are requested to bring these matters to the attention of all concerned. They are also to implement ongoing review and control procedures for follow-up to make certain deadlines are met and quality of response is maintained.—*Customer Services Dept., 2–14–80.*

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Lobby Display Schedule for February

Displays in All Post Office Lobbies—All Classified Units

The following posters, notices and signs are mandatory for display in post office lobbies until notice is given to replace or remove them:

Title	*Issued*
Poster 103, *Postages Rates, Fees and Information*	June 1978.
Poster 7, *Rules and Regulations Governing Conduct on Postal Property*	October 1978.
Poster 74, *Packaging Pointers*	September 1978.
Notice 96, *Notice of Reward*	August 1977.
Poster 31–B (holding Consumer Service Cards)	February 1977.
Wanted Posters (post as directed by the Postal Inspection Service).	
Official Signs Indicating: —Service/Lockbox Lobby Hours Service —Letter Drops (Local, etc.) and Collection Times —Window/Counter Positions Providing All Services plus stamps.	
Notice (unnumbered) announcing implementation of Letter Mail Dimensional Standards and surcharge on July 15	May 1979.
Your Federal Lawmakers	August 1979.

Rotating Displays—All Classified Units (CAG A–G Offices)

The February schedule of lobby poster displays for post offices with 950 or more revenue units is listed in priority order below:

A = first priority, following mandatory displays; B = second priority, etc.

Priority	*Title*	*Poster No.*	*Post*	*Remove*
B	Olympics (second poster)	423	Continuous display.	
A	1979 Mint Set	422	do	
A	W. C. Fields	424	January 22	February 29.
A	Winter Olympics Souvenir Folder.	425	January 25	Continuous display.
A	6th Ed., Stamps & Stories	415	Continuous display.	
B	The Dollar of the Future		February 1	Continuous display.
A	Address the '80's	65	On receipt	June 13.
A	Banneker		February 7	March 14.
A	National Letter Writing Week	46	February 18	March 3.
A	Philatelic Letter Writing	427	February 15	March 17.

Specialized Program Displays

Using the same priority system, main post offices and classified stations and branches designated to offer specific service or participate in specialized programs will display the following items until notice is given to replace or remove them:

A	Clear Plastic Screenline Displays: '79 Mint Set; 6th Ed. Stamps & Stories; Collecting Kits, 1980 ZIP Code Directory.
A	Poster 31–A (Feb. 1977) or 31–E (May 1978)—Spanish language editions of Posters 31–A & B available as 31–G & D respectively.

—Delivery Services Dept., 2–14–80.

SAFETY IS NO ACCIDENT

All Post Offices

Merchandise Samples

The term *General Distribution* as used in the postal regulation governing merchandise samples has been defined to eliminate differing local interpretations. In section 664.1 of the DOMESTIC MAIL MANUAL (DMM), *General Distribution* means distribution of samples to at least 25 percent of the addresses in a 5-digit ZIP Code delivery area.

The DMM will be amended accordingly.—*Rates & Classification Dept., 2–14–80.*

Continued from p. 1

Postmaster, New York, NY 10001. No remittance is required.

b. Postal Service Affixing Stamps. Request first-day cancellations from: Postmaster, New York, NY 10001 (see POM 244.53). Requests must be postmarked not later than March 31, 1980. Remittance is required for the face value of the stamp plus 14 cents postage. The Postal Service will affix a 14-cent stamp in addition to the 1-cent stamp.

Selected United States mint stamps will be available at the Philatelic Sales Branch, Washington, DC 20265, beginning March 7, 1980.

Supply. There is no automatic distribution being made of this stamp. *However, post offices are strongly encouraged to order sufficient quantities to meet philatelic demand.*

Bulk Quantities: Post offices with 950 or more revenue units requiring more than 30 coils of 500 and 5 coils of 3,000 of this issue should order from the Bureau of Engraving and Printing, using Form 3356, Stamp Requisition-Bulk Quantities, in the following manner:

Coils of 500—order 50, 100, 150, 200, 400 and multiples of 400 to maximum of 2,400 coils per requisition, using item 702.

Coils of 3,000—order 8, 16, 24, 32, 64 and multiples of 64 to a maximum of 320 coils per requisition, using item No. 703.

Less-than-bulk Quantities: Post offices with 950 or more revenue units requiring 30 coils or less of this issue and all other post offices may submit a separate requisition (Form 17) to their designated stamp distribution office immediately.—*Customer Services Dept., 2–14–80.*

SUPERVISORY WORKLOAD INFORMATION FORM

I. Introduction

All postmasters EAS 18-22 must prepare Form 152, *Supervisory Workload Information*, contained on page 5 of this Postal Bulletin. The data reported must be as of February 15, 1980. The information provided should reflect main office data, and stations, branches, detached mail units, and annexes **not authorized a resident supervisor**. Carrier stations and branches, finance stations or groups of finance stations authorized a superintendent, window services, and detached units and annexes with resident supervision are *not* to be included. Carrier stations and branches supervisory staffing will be the subject of a later phase of the study.

The information provided will be used to finalize development of a national supervisory workload determination system for EAS 18-22 associate offices. The system will be used to determine supervisory staffing guidelines based on individual office workload. Therefore, it is essential that the information be accurate. Upon completion of the form, sign, date, and forward to your MSC manager. Each office must submit this form no later than February 29, 1980. Follow these instructions carefully to ensure accurate reporting. The form must be completed in ink.

MSC Managers: See section IV for alternative methods for gathering data.

II. Instructions for Form

Since the data you enter on the form will be computer processed, you must:

a. Enter only whole numbers or letters in the blocks. Do not show decimals or fractions.

b. Place a zero in blocks where the item does not apply.

c. Enter only the data required. Do not make notations outside the blocks.

d. Enter the appropriate numbers or letters so that the last digit will appear in the right hand block.

Examples:

Item not applicable:

0	0

Entry requiring less than the total number of available blocks:

0	3

For questions relating to employees:

a. Count employees *in the main office only*, unless specifically directed to do otherwise in an individual item.

b. Count employees *active on the rolls and vacant positions authorized to be filled as of February 15, 1980.*

c. Employees working in more than one office on a *pooled* or *shared* basis are to be counted **at the administrative office only.**

d. Do not count any employee more than once. **The total of items 2–9 must not exceed your bargaining unit complement.**

e. Do not count casuals.

III. Completing Data

Item 2—Include both full-time and part-time city carriers.

Item 3—Include full-time and auxiliary carriers (or sub-rural carriers serving on vacant rural routes), but not substitutes (or substitutes of record). The number in this item should equal the number of regular and auxiliary rural routes at the main office.

Item 4—Enter whether you have a vehicle operations maintenance assistant in the main office—yes (Y) or no (N).

Item 5—Include full-time and part-time clerks engaged in window service *to the public* when they spend an average of 50% or more of their time on the windows. Otherwise, count as clerks in item 7. Also count only those employees at the main office. Finance stations without supervision are counted in item 6.

Item 6—Include all window clerks working at finance stations or branches that do **not** have supervision.

Item 7—Include all full-time and part-time distribution clerks; distribution and window clerks; distribution, window, and mark-up clerks; and mail handlers, except those counted in either items 5 or 9. Include the main office and detached mail units (DMU) without resident supervision.

Item 8—Include all full-time and/or part-time custodial/maintenance employees working at or supervised by the main office. (Do not include contract cleaners. See item 13.)

Item 9—Include such administrative employees as bulk mail clerks, clerk/stenographers, and general clerks who spend over 50% of their time providing administrative support. (Do not count those entered in items 5 or 7 above.)

Item 10—Include all highway contract routes (star routes) that have 50 or more box deliveries and the postmaster has administrative responsibility.

Item 11—Include the total number of **contract** units (stations, rural branches and community post offices) reporting to the associate office.

Item 12—Include only **unsupervised** annexes and units (e.g.: plant loads), except those in item 6.

Item 13—There are many different kinds of custodial contracts. For purposes of this study we are only interested in whether there is a custodial contract—answer yes or no by entering Y or N.

Item 14—Enter the number of additional floors (greater than one) that have active postal operations (distribution, delivery, or window services), and require some supervisory time. If only one floor enter zeroes; if two floors enter one, etc.

Item 15—Are you as postmaster renting out space in your building to others? If so, include the number of lease arrangements, *not* the number of employees occupying the leased area. If no lease arrangements, enter zeroes.

Item 16—Include only total hours of operations that require that a supervisor be present. If less than 14 hours of operation, **enter zeroes**.

Item 17—Enter the number of postal owned and leased mail delivery vehicles, but not carrier drive-out agreements.

Item 18—Enter any other information regarding a unique condition you think is important to supervisory staffing. If you make comments, enter a Y in block 41. If you do not make comments, enter an N.

IV. MSC Responsibilities for Review and Transmittal

In gathering the data, the MSC manager may use one of several alternative methods. The method selected should be in the interest of optimum communications, understanding, timeliness, and data accuracy:

a. Postmaster completes form and mails to MSC for verification.

b. Personal visit to postmaster by MSC manager or representative to assist and verify on the scene.

Continued on p. 4

All Contracting Officers

Wage and Price Standards Compliance

Section 1-326 of Publication 41, *Postal Contracting Manual,* which implements the voluntary wage and price standards program (see POSTAL BULLETIN 21179, 3-1-79), provides that the names of companies determined not to be in compliance with the standards will be published in the BULLETIN for the convenience of contracting officers.

Effective January 21, 1980, the Council on Wage and Price Stability has determined that the following companies or groups are not in compliance with the wage and price standards:

Company	*Original date listed*
Ideal Basic Industries, Inc. Cement Division P.O. Box 8789 Denver, Colorado 80201	June 15, 1979
The Charter Company 208 Laura Street Jacksonville, Florida 32231	July 17, 1979
Northwestern Steel and Wire Company 121 Wallace Street Sterling, Illinois 61081	July 24, 1979
Mason Contractors of DuPage County P.O. Box 129 Mount Prospect, Illinois 60056	July 24, 1979
American Hoechst Corporation Route 202-206 North Sommerville, New Jersey 08876	October 23, 1979
SCOA Industries, Inc. 155 East Broad Street Columbus, Ohio 43215	October 23, 1979
National Electrical Contractors Association (Oregon-Columbia Chapter) 201 S.W. Arthur Street Portland, Oregon 97201	October 23, 1979
The Eureka, Company 1201 East Bell Street Bloomington, Illinois 61701	November 27, 1979
Portland Association of Plumbing, Heating and Cooling Contractors (two noncomplying agreements) 0612 S.W. Idaho Portland, Oregon 97201	November 27, 1979
Sheetmetal Association, Inc. c/o 3434 S.W. Water Avenue Portland, Oregon 97201	November 27, 1979
San Diego Contracting Lathers Association 7855 Ostrow Street San Diego, California 92111	November 27, 1979
Gifford-Hill & Company, Inc. ("All other" compliance unit) 8435 Stimmons Freeway P.O. Box 47127 Dallas, Texas 75247	December 27, 1979
Boston Distributors (a Division of Cook United, Inc.) 16501 Rockside Road Cleveland, Ohio 44137	January 21, 1980
National Gypsum Company 4100 First International Building Dallas, Texas 75270	January 21, 1980

This list supersedes the list published in POSTAL BULLETIN 21228, 1-17-80.—*Procurement & Supply Dept., 2-14-80.*

All Personnel Processing Mail for Dispatch Abroad

Foreign Order Notice 1

Keep all foreign order notices for use as reference.

A tentative **False Representation Order** has been issued against:

BELGIUM

1050 Bruxelles

Business & Trades Publications
Place Stephanie 10, Bte 5

GERMANY

Hamburg

WTX Telex W. V. GmbH
PoststraBe 37
Postf. 605421

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to the Postmaster of New York, NY 10001. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all SCFs and designated International Exchange Offices.—*Judicial Officer, 2-14-80.*

Postmaster Relocation Benefits

This amends SPECIAL POSTAL BULLETIN 21208, 9-10-79, by adding the following paragraph:

355.133 Relocation benefits will be paid routinely in accordance with Handbook M-9, *Travel,* or PCES relocation policy as applicable. However, for situations in which relocation is necessary because of the residency requirements imposed on Postmaster and SCM/Postmaster positions, relocation benefits will be paid regardless of the distance involved.

This information was announced in the *Postal Leader* of 12-4-79. This policy will be included in a future revision of the EMPLOYEE & LABOR RELATIONS MANUAL and Handbook M-9.—*Finance Dept., 2-14-80.*

Continued from p. 3

c. Group meeting at MSC of all postmasters completing form to assist and verify.

d. Individual meeting at MSC with each postmaster to assist and verify.

Regardless of the method employed, the MSC manager or designee must:

a. Review each form for accuracy and completeness. All errors and/or omissions must be corrected with the knowledge of the associate office postmaster.

b. Each item on the form must be carefully reviewed and verified with existing available information.

c. It is the responsibility of the MSC manager to have this form completed in the absence of the associate office postmaster.

d. Furnish the associate office postmaster with a copy of its form upon completion of the MSC verification process. A copy will be retained by the MSC.

e. Accumulate all original forms on each EAS 18-22 associate office in ZIP Code order and forward in one package for receipt at Headquarters no later than March 7, 1980.

Mail to:

Director, Office of Organization Management
U.S. Postal Service Headquarters, Room 9552
475 L'Enfant Plaza West, SW
Washington, D.C. 20260

—*Employee Relations Dept., 2-14-80.*

SUPERVISORY WORKLOAD INFORMATION - EAS 18 THROUGH 22

Postmaster: Please do not complete this form until you have read the instructions in this issue of the Postal Bulletin. This form must be received by your MSC manager no later than February 29, 1980. Fill in all blocks completely, using zeroes where appropriate. Remember, unless specifically requested to do otherwise, you are to enter information pertaining to the main office only. Do not count any employees twice. The total of items 2 through 9 must not exceed your bargaining unit complement.

POST OFFICE, STATE, & ZIP CODE	POSTMASTER'S SIGNATURE	DATE
MSC OFFICE, STATE, & ZIP CODE	MSC MANAGER'S SIGNATURE	DATE

ITEM	DESCRIPTION	1 2 A 0
1.	FINANCE NUMBER	3 4 5 6 7 8
2.	NUMBER OF CITY CARRIERS (MAIN OFFICE ONLY)	9 10 11
3.	NUMBER OF RURAL CARRIERS (MAIN OFFICE ONLY)	12 13
4.	VOMA (MAIN OFFICE ONLY - YES OR NO)	14
5.	NUMBER OF WINDOW CLERKS (MAIN OFFICE ONLY)	15 16
6.	NUMBER OF WINDOW CLERKS (FINANCE STATION W/O RESIDENT SUPERVISOR)	17 18
7.	NUMBER OF DISTRIBUTION CLERKS/MAIL HANDLERS (MAIN OFFICE ONLY AND DMU W/O RESIDENT SUPERVISOR)	19 20 21
8.	NUMBER OF CUSTODIAL/MAINTENANCE EMPLOYEES (MAIN OFFICE AND THOSE SUPERVISED BY MAIN OFFICE)	22 23
9.	NUMBER OF ADMINISTRATIVE EMPLOYEES (NOT COUNTED ELSEWHERE-MAIN OFFICE ONLY)	24 25
10.	NUMBER OF ADMINISTRATIVE STAR ROUTES WITH 50 OR MORE BOX DELIVERIES	26 27
11.	NUMBER OF CONTRACT STATIONS/RURAL BRANCHES, AND CPOs	28 29
12.	NUMBER OF UNSUPERVISED ANNEXES/DETACHED UNITS	30
13.	CONTRACT CLEANERS (YES OR NO)	31
14.	IF MULTI-FLOOR OPERATIONS (MAIN OFFICE ONLY), NUMBER OF ADDITIONAL FLOORS	32 33
15.	IF LANDLORD FOR TENANTS OF USPS BUILDINGS, NUMBER OF TENANTS	34 35
16.	IF OPERATIONS BEYOND 14 HOURS DAILY (MAIN OFFICE ONLY), NUMBER OF TOTAL HOURS OF OPERATION	36 37
17.	NUMBER OF VEHICLES (MAIN OFFICE ONLY)	38 39 40
18.	COMMENTS: ANY UNIQUE ACTIVITY WHICH NEEDS SPECIAL ATTENTION	41

PS Form 152-X, Feb. 1980

VACANT REGULAR RURAL ROUTES LISTING NO. 80–10

The vacant rural routes listed below will be posted for bid in accordance with the USPS–NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this POSTAL BULLETIN. Those rural carriers having special bidding rights as defined in the USPS–NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
CENTRAL REGION					
Illinois	Lemont	60439	05	40:05 (41K)	36.50
	Batavia	60510	08	36:58 (37S)	24.70
	Freeport	61032	08	46:25 (44J)	62.30
	do	61032	05	44:44 (45H)	30.20
	Rockford	61125	09	50:26 (46J)	30.00
	do	61125	10	44:28 (45H)	21.75
	Salem	62881	01	30:54 (42K)	61.05
Iowa	Menlo	50164	01	43:30 (44H)	78.50
	Montour	50173	01	32:43 (33S)	81.45
	Newton	50208	02	48:06 (44J)	75.31
	Nashua	50658	02	46:48 (43J)	82.37
	Manning	51455	01	38:52 (39S)	97.24
	do	51455	02	37:34 (38S)	95.80
	Cascade	52033	01	43:23 (43H)	98.10
	Monona	52159	01	37:50 (38S)	80.15
	Clarinda	51632	03	42:42 (43H)	90.00
Kansas	Girard	66743	01	38:24 (38S)	102.25
	Downs	67437	02	37:04 (37S)	90.45
Kentucky	Louisville	40231	20	53:37 (45K)	25.60
	Frankfort	40601	06	42:45 (43H)	62.10
Minnesota	LaCrescent	55947	02	41:32 (42H)	77.50
Missouri	Hannibal	63401	02	48:02 (44J)	88.05
	Osceola	64776	03	42:34 (43S)	115.30
	Licking	65542	02	46:28 (43J)	106.15
	Waynesville	65583	01	44:27 (44H)	58.55
Nebraska	Ewing	68735	01	32:11 (32S)	66.15
	Kearney	68847	06	39:39 (40H)	14.95
	do	68847	07	36:10 (36H)	18.50
Ohio	Zanesville	43701	09	43:47 (44H)	60.65
	Columbiana	44408	03	34:5 (35S)	26.3
	Franklin Furnace	45629	01	48:03 (44J)	65.84
	Coolville	45723	01	40:36 (41S)	77.66
	Portland	45770	01	38:29 (38S)	82.70
	Celina	45822	02	45:54 (46H)	76.60
Wisconsin	LaFarge	54639	02	45:40 (46H)	98.90
	Viroqua	54665	03	43:29 (43H)	80.45
NORTHEAST REGION					
Massachusetts	Monson	01057	01	41:15 (41H)	43.55
Rhode Island	Tiverton	02878	03	47:23 (43J)	25.30
Maine	Portland	04101	02	51:02 (43K)	40.06
Vermont	Barton	05822	02	20:30 (21S)	46.40
	Island Pond	05846	01	46:21 (46H)	96.70
	Bristol	05443	01	43:25 (43H)	60.70
	do	05443	02	42:10 (42H)	58.40
Connecticut	Granby	06035	03	52:30 (44K)	44.10
New Jersey	Stanhope	07874	03	42:53 (43H)	25.41
EASTERN REGION					
Maryland	Olney	20832	03	47:36 (44J)	14.10
New Jersey	Toms River	08753	02	41:40 (42H)	14.65
New York	Macedon	14502	02	54:55(46K)	38.50
Pennsylvania	Mars	16046	01	47:22 (43J)	40.70
	Cochranton	16314	01	38:06 (38S)	66.05
	Ambler	19002	01	50:06 (46J)	32.60
	Langhorne	19047	01	40:33 (41K)	42.30
	Reading	19606	05	48:42 (45J)	41.50
Virginia	Ashland	23005	02	52:24 (44K)	37.05
	Bedford	24523	01	42:23 (42H)	53.90
SOUTHERN REGION					
Alabama	Killen	35645	04	35.52 (36S)	47.05
Arkansas	Hamburg	71646	02	40.50 (41S)	103.15
	Jonesboro	72401	01	51.14 (43K)	63.00
Florida	Jacksonville	32208	10	44.59 (41J)	32.65
	do	32208	26	42.33 (42H)	41.85
	Gainesville	32601	06	43.37 (44H)	12.65
	Tarpon Springs	33589	04	44.01 (44H)	34.70
Georgia	Evans	30809	03	37.40 (38S)	36.95
	Axson	31624	01	34.41 (35S)	105.05
Mississippi	Booneville	38829	04	44.57 (45H)	80.40
North Carolina	Clemmons	27012	03	47.06 (43J)	43.40
	New Bern	28560	02	47.28 (44J)	44.65
	Marion	28752	04	52.59 (44K)	50.55
	Pisgah Forest	28768	02	35.16 (35S)	46.70
Oklahoma	Lawton	73501	01	45.16 (42J)	116.00
	Broken Bow	74728	03	44.22 (44H)	108.70
	Shawnee	74801	02	40.13 (45J)	76.33
	Muldrow	74948	04	42.36 (43H)	65.30
South Carolina	Union	29379	04	52.53 (44K)	79.25
	Adams Run	29426	01	31.31 (32S)	62.00
Tennessee	Morristown	37814	02	42.25 (42H)	50.00
	Knoxville	37901	06	44.58 (45H)	38.65
	do	37901	41	36.32 (37H)	22.55
	do	37901	42	37.24 (37H)	23.30
Texas	Lindale	75771	04	37.49 (38H)	24.00
	Whitehouse	75791	02	38.18 (38S)	53.76
	Hamilton	76531	02	42.18 (42S)	120.60
	San Angelo	76902	02	46.17 (46H)	86.40
	Wharton	77488	01	39.45 (40S)	85.40
	Columbus	78934	01	42.50 (43H)	89.45
	El Paso	79910	01	44.35 (45H)	29.25
	do	79910	07	44.41 (45H)	34.85

*The "Route Classification and Evaluation" published in this POSTAL BULLETIN may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

—Labor Relations Dept., 2–14–80.

BE SURE THAT PROPER POSTAGE IS PAID ON ALL LETTERS AND PACKAGES

POST OFFICE CHANGES NO. 10

(Supplemental to 1980 National ZIP Code and Post Office Directory.)

Abbreviations: B=Branch. C=City Delivery. Conv.=Converted. CPO=Community Post Office. Disc.=Discontinued. Estab.=Established. F=Finance. Fac.=Facility. I=Independent Post Office. IC=Independent City. MOU=Money Order Unit. MPO=Main Post Office. MR=Mailing Restrictions (from Part 125 DMM) apply. NP=Nonpersonnel. NZCD=National ZIP Code and Post Office Directory. P=Postal facility discontinued, name retained for address purposes. Resc.=Rescinded. S=Station. x=Classified. (Contract stations and branches do not have the symbol "x" following the symbol of type of installation.)

Symbols: (1)=Officially closed on date shown. Notice is for administrative record purposes. (2)=Officially established on date shown. Notice is for administrative record purposes. (3)=All services previously terminated. Date shown is official discontinued date for administrative purposes.

State	Name of post office	County/parish	Name of station, branch, or unit	Type S/B	ZIP Code	Change action	Effective date	Explanation of change
FL	Miami	Dade	FPO 34056	B	34056	Delete	3-21-80	FPO disc.
MT	Maudlow	Gallatin		I	59742	Delete	3-21-80	PO disc. Change ZIP Code only. Continue address of Maudlow, MT (1).
MT	do	do		P	59714	Add	3-21-80	
NH	Randolph	Coos		I	03593	Delete	3-21-80	PO disc. Change ZIP Code only. Continue address of Randolph, NH (1).
NH	do	do		P	03570	Add	3-21-80	
NY	New York	New York	APO 09104	B	09104	Add	2- 1-80	APO estab. MR=B-C-D-U will apply.
NY	do	do	APO 09145	B	09145	Add	2- 1-80	APO estab. MR=B-C-F will apply.
PA	Greene	Lancaster		I	17530	Delete	3-21-80	PO disc. Change ZIP Code only. Continue address of Greene, PA (1).
PA	do	do		P	17518	Add	3-22-80	
VT	Bartonsville	Windham		I	05140	Delete	4-18-80	PO disc. Change ZIP Code only. Continue address of Bartonsville, VT(1).
VT	do	do		P	05143	Add	4-18-80	

—*Delivery Services Dept., 2–14–80.*

An accident happened here

TRAVEL—HIGH COST AREAS

Handbook M–9, Travel is modified as follows:

163.4 *High Cost Areas:*

In the case of travel to the following high-cost areas, a maximum of $45 including taxes will be allowed:

Baltimore, MD

Boston, MA (all locations within the counties of Middlesex, Norfolk, and Suffolk)

Chicago, IL (all locations within Cook, Lake and Du Page counties)

Cleveland, OH

Dallas/Ft. Worth, TX (all locations in Dallas and Tarrent counties)

Detroit, MI

Houston, TX (all locations within the corporate limits of Houston including the L. B. Johnson Space Center and Ellington AFB)

Los Angeles, CA (all locations within Los Angeles, Orange and Ventura counties)

Miami, FL (all locations within Dade, Broward, Palm Beach, and Monroe counties)

Milwaukee, WI

Minneapolis, MN (all locations within Anoka, Hennepin, and Ramsey counties)

Newark, NJ (all locations within Bergan, Essex, Hudson, Passaic, and Union counties)

New Orleans, LA (all locations within Jefferson, Orleans, Plaquemines, and St. Bernard parishes)

New York, NY (all locations within the boroughs of the Bronx, Brooklyn, Manhattan, Queens, and Staten Island, and the counties of Nassau and Suffolk)

Philadelphia, PA (all locations within Philadelphia and Bala Cynwyd, PA)

Pittsburgh, PA

Portland, OR

Providence, RI

San Diego, CA (all locations within San Diego county)

San Francisco/Oakland, CA (all locations within San Francisco and Alameda counties)

San Mateo, CA (all locations within San Mateo county)

Santa Barbara, CA (all locations within Santa Barbara county)

Seattle, WA (all locations within King county)

Washington, DC (all locations within the corporate limits of Washington, DC; the cities of Alexandria, Falls Church, and Fairfax, and the counties of Arlington, Loudoun, and Fairfax in Virginia; and the counties of Montgomery and Prince Georges in Maryland).—*Finance Dept., 2–14–80.*

Funds From Prospective Bidders

Correction

The following article from POSTAL BULLETIN 21226, 1–3–80, is reprinted with corrections in bold type.

This procedure is to be followed in disposing of funds received from prospective bidders to pay for plans and specifications in a bid offering. It rescinds Regional Instruction 906–FIN–173, filing 432, 5–10–76 and will be included in a future transmittal letter for the FINANCIAL MANAGEMENT MANUAL (FMM).

Payment

Prospective bidders request plans and specifications for a particular bid offering with a check or money order payable to the Disbursing Officer, U.S. Postal Service.

Hold these checks or money orders in a secure place until a **construction** contract is awarded. The Contracting Officer then remits the funds to the St. Louis PDC for credit to account **44030,** *Miscellaneous* and the BA finance number of the Regional Real Estate and Buildings Department.

When preparing remittances to the St. Louis PDC, list all checks on Form 1940, *Remittance Register*, and submit two copies. The St. Louis PDC returns the second copy to the designee as acknowledgement of receipt.

Refunds

Funds received for payment of plans and specifications from prospective bidders are non-refundable. There are cases, however, where there is a bid opening for which USPS cannot award a contract, and for some reason there is no plan to re-advertise. In other cases the project is cancelled and taken off the market. The bidders in such cases are entitled to a refund. The Contracting Officer returns the checks or money orders to the prospective bidders, along with the notice of cancellation of the project.—*Finance Dept., 2–14–80.*

Domestic Orders

False Representation. Enforced by postmasters at cities listed:

State/City	*Names Covered*
GA, Atlanta 30319	Cosvetic Laboratories P.O. Box 10101
GA, Atlanta 30324	Cosvetic Laboratories P.O. Box 14048
GA, Atlanta 30347	Cosvetic Laboratories P.O. Box 95503
GA, Atlanta 30319	Cosvetic Laboratories P.O. Box 10225 Head Start P.O. Box 10064
IL, Chicago 60607	Columbia Research Corporation 3762 West Devon Avenue
NY, New York 10010	Glenco 7 West 22nd Street Lucky Elephant 949 Broadway

—*Judicial Officer, 2–14–80.*

RECKLESS DRIVING NEVER DETERMINES
WHO'S RIGHT . . . ONLY WHO'S LEFT

MISSING OR STOLEN U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Insert any interim notices in sequence. **A. New Style.** (Listed below). The actual serial numbers consist only of the first 10 digits. Destroy the PB 21231 article. **B. Old Style.** The listing from PB 21148 is still valid. **C. Counterfeit.** The listing from PB 21190 is still valid.

165 705 7000 to 7999
167 061 1632 to 1699
167 982 3712 to 3799
173 960 5125 to 5699
190 137 2592 to 2699
193 273 8600 to 8999
194 519 7600 to 8099
195 263 7000 to 8999
195 322 5400 to 5699
197 427 0113 to 0149
198 354 3000 to 3099
199 567 1359 to 1999
203 297 6000 to 7499
203 619 3700 to 3999
203 851 6800 to 6899
203 977 4500 to 4775
204 108 8000 to 9999
206 493 4600 to 4799
206 793 5600 to 6499
208 287 8700 to 8899
208 385 5000 to 6999
209 728 2600 to 3099
210 176 8200 to 8599
210 868 4500 to 4699
211 238 0459 to 0999
211 436 5608 to 5699
211 527 2600 to 3099
211 682 3100 to 3599
212 791 9500 to 9599
213 123 9827 to 9999
213 578 4229 to 4399
213 822 5800 to 6299
214 158 2955 to 2999
214 159 4800 to 4999
215 043 7926 to 8199
215 532 5100 to 5399
215 538 0200 to 0499
216 678 6072 to 6999
217 210 7100 to 7299
217 241 5400 to 5799
217 268 2574 to 2699
217 667 3400 to 3599
217 672 4200 to 4599
217 902 4181 to 4299
218 755 4591 to 4699
218 976 2200 to 2399
220 350 0000 to 0999
221 371 4600 to 4999
221 626 2100 to 2299
221 661 5318 to 5499
222 224 8100 to 8499
222 510 0300 to 0499
222 536 2000 to 2299
224 057 4061 to 4299
224 206 6395 to 6499
224 554 9830 to 0399
225 268 1655 to 1799
225 711 9700 to 9999
225 712 0000 to 0999
225 767 2000 to 2299
226 904 0500 to 0599
227 097 4600 to 4699
227 254 9800 to 0099
227 611 4000 to 4599
228 660 5976 to 5999
229 117 4866 to 4999
229 346 9900 to 9999
229 434 3500 to 3599
229 434 3866 to 3899
229 531 9700 to 9899
229 563 1918 to 1999
229 576 1732 to 1799
229 576 1800 to 1899
229 585 4570 to 4599
230 099 6300 to 6399
230 406 2975 to 2999
230 577 6515 to 6599
230 826 8683 to 8799
231 126 6475 to 6499
231 147 0883 to 1499
231 525 7893 to 7999
231 651 8280 to 8299
231 725 2789 to 2799
231 770 2751 to 2762
231 873 7928 to 7999
232 295 7249 to 7599
232 319 6535 to 6599
232 426 6620 to 6699
232 665 0292 to 0399
233 262 7907 to 7999
233 407 5872 to 5899
233 453 8902 to 8929
233 516 6100 to 6199
233 638 1200 to 1799
233 845 9000 to 9099
234 031 6456 to 6999
234 064 8437 to 8499
234 261 4500 to 4599
234 398 5527 to 5599
234 431 3655 to 3699
234 500 2944 to 2999
234 659 4000 to 4199
234 659 8700 to 8999
234 742 1948 to 1999
234 802 1060 to 1199
234 997 1000 to 1599
235 254 2060 to 2099
235 439 6181 to 6299
235 644 7061 to 7099
235 925 8767 to 8799
236 145 5082 to 5099
236 388 4842 to 5099
236 467 6573 to 6599
236 566 2555 to 2599
236 571 9759 to 9781
236 576 9520 to 9599
236 656 6422 to 6499
236 755 8000 to 8099
236 937 5803 to 5999
236 941 5400 to 5499
237 413 7500 to 7599
237 423 4111 to 4199
237 457 5600 to 5699
237 457 5800 to 5899
237 574 8657 to 8799
237 702 6823 to 6899
237 702 6921 to 6999
238 165 7700 to 7799
238 169 7587 to 7599
238 377 4508 to 4599
238 377 4607 to 4699
238 586 3100 to 3299
239 199 0700 to 1099
239 204 9916 to 9999
239 481 4728 to 4799
239 549 7116 to 7499
239 575 2000 to 2199
239 596 4800 to 4999
239 640 5708 to 5728
239 724 1489 to 1499
239 985 7000 to 7499
240 042 3151 to 3169
240 108 6501 to 6599
240 252 6400 to 6899
240 256 2900 to 3199
240 559 4363 to 4399
240 639 3561 to 3599
240 855 7000 to 7099
240 901 5900 to 5999
241 081 9274 to 9299
241 224 7209 to 7299
241 685 5124 to 5199
241 694 1800 to 1899
241 753 7766 to 7799
241 902 2600 to 2799
242 021 2262 to 2499
242 327 4984 to 4999
242 576 1609 to 1699
242 585 4155 to 4299
242 591 4500 to 4699
242 605 0000 to 0999
242 621 8314 to 8399
242 781 0789 to 0799
242 816 1337 to 1399
243 112 4109 to 4120
243 228 7200 to 7499
243 766 6730 to 6799
243 805 0000 to 0299
243 906 7800 to 8199
244 299 2000 to 2199
244 366 8800 to 8899
244 381 3024 to 3099
244 525 0719 to 0799
244 657 7700 to 7899
244 678 2333 to 2499
244 742 7748 to 7799
244 743 7100 to 7399
244 895 5575 to 5599
245 103 9300 to 9399
245 103 9400 to 9499
245 118 6754 to 6768
245 279 1420 to 1499
245 279 1510 to 1599
245 591 1626 to 1799
245 695 0346 to 0399
245 973 2677 to 2699
246 076 7300 to 7399
246 155 4048 to 4099
246 155 5000 to 5499
246 402 6511 to 6599
246 608 6300 to 6399
246 609 9545 to 9799
246 741 2082 to 2099
246 816 2600 to 2699
246 973 1372 to 1399
247 012 0500 to 0599
247 066 9300 to 9399
247 113 5635 to 5699
247 490 1960 to 1999
247 490 2086 to 2099
247 497 4000 to 4099
247 544 0200 to 0214
247 556 1932 to 2999
247 575 4400 to 4499
247 579 4903 to 4999
247 929 6417 to 6799
247 983 1511 to 1899
248 120 4322 to 4399
248 244 7246 to 7299
248 317 7624 to 7699
248 397 2163 to 2199
248 423 4864 to 4999
248 440 7916 to 7971
248 718 7317 to 7399
249 680 4872 to 4899
249 945 6900 to 6999
249 996 6000 to 6099
249 996 6300 to 6499
250 452 4971 to 4999
250 483 0600 to 0699
250 547 7046 to 7099
250 565 7029 to 7099
250 833 7200 to 7399
250 951 4340 to 4363
250 991 9778 to 9799
251 518 6281 to 6399
251 964 6056 to 6199
252 171 2041 to 2056
252 235 4400 to 4499
252 235 4581 to 4899
252 432 6988 to 6999
252 828 0500 to 0999
253 175 2670 to 2699
253 293 5931 to 5940
253 446 4033 to 4099
253 547 6013 to 6049
253 547 6054 to 6099
800 502 3000 to 3999
800 941 7900 to 7999
801 278 3600 to 3999
801 579 6056 to 6098
801 629 1900 to 1999
802 029 5199 to 8999
802 265 0575 to 1999
802 774 0000 to 4999

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Warning Notice—Unrecovered Stolen Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.) **The following money orders are void and should not be cashed: (1) All card type orders. (2) New style orders 000,000,001—199,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, KIA OB1.** The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21231 article.

200,400,512 to 0,600
200,467,313 to 7,500
201,328,601 to 9,300
201,963,699 to 3,800
201,980,250 to 0,299
202,545,957 to 6,000
207,218,569 to 8,600
208,872,242 to 2,257
209,190,001 to 5,000
210,301,801 to 2,000
210,835,285 to 5,300
210,935,633 to 5,700
212,900,201 to 0,300
213,345,001 to 5,100
213,504,865 to 5,000
216,823,954 to 4,000
217,621,979 to 2,100
217,622,401 to 2,800
218,660,066 to 0,700
219,494,026 to 4,130
219,692,001 to 2,100
224,126,989 to 7,100
226,781,246 to 1,400
226,073,655 to 3,700
227,129,004 to 9,400
227,564,701 to 4,800
229,000,595 to 0,600
229,083,686 to 3,700
229,428,120 to 8,300
230,004,990 to 5,200
230,143,701 to 4,000
231,387,001 to 7,500
234,067,232 to 7,300
235,833,783 to 3,800
237,386,845 to 7,000
238,758,669 to 3,730
239,162,130 to 2,200
239,863,796 to 3,870
239,864,826 to 4,900
240,362,301 to 2,600
241,535,801 to 6,000
242,545,470 to 5,800
242,917,801 to 8,000
243,920,027 to 0,100
244,343,084 to 3,100
244,583,557 to 3,600
245,740,589 to 0,600
245,767,347 to 7,400
247,636,179 to 6,200
247,649,190 to 9,200
247,760,081 to 0,100
250,442,960 to 3,000
252,160,301 to 0,393
252,494,635 to 4,700
253,094,279 to 4,400
253,181,800 to 1,900
253,641,268 to 1,300
254,680,851 to 0,900
259,412,918 to 2,954
261,707,201 to 7,400
261,766,701 to 6,800
262,740,206 to 0,300
263,414,901 to 5,800
264,474,080 to 4,300
266,472,561 to 2,860
268,746,401 to 6,500
270,677,679 to 7,696
272,291,501 to 1,600
274,450,824 to 0,900
274,873,716 to 4,100
275,288,303 to 8,700
278,286,361 to 6,400
278,737,201 to 7,300
278,846,365 to 6,600
282,204,343 to 4,700
282,909,819 to 9,900
284,943,445 to 3,500
285,397,992 to 8,400
286,837,601 to 7,900
288,349,047 to 9,500
288,657,574 to 7,600
291,853,923 to 3,969
295,946,650 to 6,661
296,077,001 to 7,053
296,077,201 to 7,300
297,173,660 to 3,900
297,213,342 to 3,500
297,444,801 to 5,500
297,700,501 to 0,700
298,072,101 to 2,600
299,902,655 to 2,700
305,253,101 to 3,600
306,165,495 to 5,500
306,698,463 to 8,500
306,933,345 to 3,400
307,200,601 to 1,000
307,806,061 to 6,100
310,917,957 to 8,100
310,956,020 to 6,200
311,577,901 to 8,100
311,994,658 to 4,700
314,162,132 to 2,200
315,105,301 to 5,500
315,788,118 to 8,140
317,630,301 to 0,400
321,087,737 to 7,800
321,272,306 to 2,400
321,489,229 to 9,300
322,180,820 to 1,000
323,294,360 to 4,400
323,296,838 to 6,856
323,297,695 to 7,730
323,485,231 to 5,240
323,997,101 to 7,400
326,023,246 to 3,300
328,436,401 to 6,500
331,892,798 to 3,000
332,069,432 to 9,500
336,646,801 to 7,300
336,661,265 to 1,500
336,825,701 to 7,000
336,909,925 to 0,000
337,395,212 to 5,300
338,038,706 to 8,800
338,891,701 to 2,200
339,735,184 to 5,200
340,711,001 to 3,000
341,462,701 to 2,900
343,703,708 to 3,900
343,945,919 to 5,940
344,536,201 to 6,400
344,821,230 to 1,297
344,854,601 to 4,700
345,986,501 to 6,600
347,238,201 to 8,300
347,975,946 to 5,959
348,190,501 to 0,900
349,779,757 to 9,800
351,452,949 to 3,000
351,490,001 to 0,600
355,360,601 to 1,000
357,339,409 to 9,455
359,269,750 to 9,790
359,547,122 to 7,150
359,790,481 to 0,540
359,791,901 to 1,920
359,994,676 to 4,700

UNITED STATES POSTAL SERVICE
WASHINGTON, D.C. 20260
OFFICIAL BUSINESS

PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE, $300

U.S.MAIL

FIRST CLASS

Schedule. The Postal Bulletin is published every Thursday by the Directives and Forms Division of the U.S. Postal Service, Washington, DC 20260.

Distribution. The Bulletin is received by all postal facilities.

Effective Period. Postal Bulletin articles are effective for six months unless otherwise specified.

Index. A quarterly index of Bulletin articles appears early in the months of January, April, July, and October.

Orders.
Public sale:
Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402
Single copy: 70 cents
Subscription: $35, $8.75 additional for foreign mailing

Postal facilities:
For one time orders, send Form 7380 to the Eastern Area Supply Center.
To change quantity received, send Form 1286 to the Directives and Forms Division, giving justification.

21233

postal bulletin

PB 21233—February 21, 1980—8 Pages

Snack Vending—Small Facilities

It is the policy of the Postal Service, when possible, to use professional food management firms and concessionaires (including blind licensees) to manage and provide in-plant food services.

Small installations may be considered exceptions to the policy if they meet the following criteria:

1. Inquiries to local vendors indicate no interest in contracting for food service.
2. There are 3 or less vending machines controlled by the installation head.
3. The net profit from all vending machines does not exceed $500 per year.
4. There are less than 50 employees at each building with vending machines.

If the installation meets all the criteria specified above, a written request from the installation head for an exception to the contracting out policy may be forwarded through management channels to the Regional Director, Employee and Labor Relations. Installation heads of Headquarters related units may submit requests to the Assistant Postmaster General, Employee Relations Department.

Include a statement that the installation meets all of the specified criteria. In addition, explain the type of vending operation proposed. Types of operations that might be installed are:

1. Vending machines owned and operated by a commercial vendor on a day-to-day basis.
2. Vending machines leased by a vendor to an employee committee.
3. Vending machines purchased by an employee committee.

After reviewing the written request, the Employee Relations Regional Director or Assistant Postmaster General may grant an exception to the contracting out policy.

The effective date for an exception to the policy is the first day of the postal quarter in which the request was made.

Vending machines in small installations may produce a profit or may only provide a convenience for employees. If profits are produced, an Employee and Recreational Committee will be appointed to administer the funds (see part 615 of the Employee & Labor Relations Manual).

A nominal fee from profits may be paid to an employee who services the vending machines. These services must be performed during off-duty hours.

An operating fee of 1½ percent of gross sales must be paid to the Postal Service for space and utilities if the total gross sales exceed $5,000 a year.

The E & LR Regional Director, and APMG, maintain records of the locations granted an exception.

This information will be published in Handbook P–29, *Food Service Operation.—Employee Relations Dept., 2–21–80.*

Sale of Window/Precanceled Envelopes

Effective immediately all authorized philatelic outlets will implement a new sales policy for window/precanceled envelopes. This policy will permit the sale of window/precanceled envelopes in less than full box lots of 500.

This announcement exempts authorized philatelic outlets from the current restriction on sales of window/precanceled envelopes to full box lots of 500, as contained in Section 141.1 of the Domestic Mail Manual (DMM). This new sales policy will be reflected in a future revision of the DMM.

The regions, the Inspection Service and postmasters with authorized philatelic outlets have been provided with special accounting procedures developed to implement the new policy.

The new sales policy is in effect *only* at authorized philatelic outlets. All other post offices, stations, and branches will continue to sell window and precanceled envelopes only in full box lots of 500.—*Customer Services Dept., 2–21–80.*

All Post Offices

Bound Printed Matter

The optional detached address label arrangements prescribed in 763.4, Domestic Mail Manual (DMM), for bulk mailings of bound printed matter weighing in excess of 2 pounds have been modified to provide for acceptance of all pieces mailed at those rates.

When detached address labels are sent to the postmaster at the delivery office, it is recommended that the mailer include with the labels separate documentation specifying the number of pieces sent for each 5-digit ZIP Code delivery unit.

The following conforming revisions to the DMM are effective immediately, and will appear in a future revision to the DMM:

1. The phrase "weighing in excess of 2 pounds" is deleted from 763.4 and replaced by "mailed at bound printed matter rates."
2. Section 763.4e is revised to read as follows:

e. The mailer must send the address labels to the postmaster at the delivery office. It is recommended that the mailer include with the labels separate documentation specifying the number of pieces sent for each 5-digit ZIP Code delivery unit.—*Rates & Classification Dept., 2–21–80.*

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Stamps & Stories Promotion

A promotion for *Stamps & Stories* (6th edition) begins on March 1, at all CAG A thru H stamp collecting centers and will continue until further notice. The promotional materials include a plastic see-through covered copy of *Stamps & Stories,* which will be secured by a chain attached to the lobby writing counter or other appropriate lobby equipment. The plastic cover has a sales message printed on it in black letters which reads: "On Sale Here—A Comprehensive Guide to Stamp Collecting—only $3.50."

The accountability of the Stamps & Stories sample book, chain and cover has been charged to this special promotion and no field accountability is necessary.

Post Offices receiving *Stamps & Stories* promotional materials by automatic distribution before March 1 may place *Stamps & Stories* on display before the official promotion date if sufficient inventories are on hand.

Postmasters requiring a supply of *Stamps & Stories* should immediately requisition them from their stamp distribution office (SDO) on Form 17, *Stamp Requisition.* A *Stamps & Stories* lobby poster (415) was previously distributed and should be prominently displayed in support of this campaign.

Instructions with the promotional material outline procedures for attaching the book to the lobby counter, but the *Stamps & Stories* book can be attached to counters more securely: (1) Remove the fastener with hole at one end of the chain and insert the chain through the book and cover, (2) Hold the end of the chain with the fastener attached and pass the other end of the chain through the hole—pulling to take up slack in the chain, and (3) Snap the fastener back onto the end of the chain and secure that fastener to the lobby counter with the screw provided.

Post Offices should continue to promote and display the sixth edition of *Stamps & Stories* until further notice—*Customer Services Dept., 2–21–80.*

Cotton Blankets Supplied By GSA

The General Services Administration has advised of a potential safety hazard from cotton blankets supplied by GSA to customer agencies and carrying the following NSNs:

7210–00–205–3081
7210–00–833–4023
7210–00–952–5960

The message is quoted as follows:

Subject blankets, which have been supplied by GSA to customer agencies for several years, are made from 100 percent cotton fibers and have a characteristic nap or fuzz which when exposed to spark or flame, is flammable and could constitute a potential hazard to personal safety. Based on the above, the three subject NSNs are being discontinued as a regular item of supply. Because of their napped construction, subject blankets are especially vulnerable to rapid flame spread. The flammability hazard can be reduced significantly by machine washing the blankets which mats the napped portion. However, the blankets should not be machine dried since this raises the nap and restores the flammability potential. The following thermal cotton blanket is available from GSA as an alternate: NSN 7210–00–054–7911 which is a bleached, white thermal cotton blanket which does not have the napped construction priced at $8.10.

Installation heads should remove subject blankets from use, agency procedures for disposal of potential hazardous material should be followed. Subject blankets removed from use and disposed of may be reported on SF 364, if valued in excess of $25, to the GSA Region which made or directed shipment, citing GSA Message FSRO 792 as authority for credit billing.—*Procurement & Supply Dept., 2–21–80.*

Banking Post Offices

Postmasters whose bank account balance regularly exceeds $40,000 are reminded that any balance in excess of this figure must be protected by a pledge of collateral from the bank.

Consult section 342.23 of the Handbook F–1, *Financial Handbook for Post Offices,* for the proper procedures to follow in the event that balances exceed the $40,000 insured limit.—*Finance Dept., 2–21–80.*

Special Cancellations

Easter Seals

Postmasters who have special Easter Seals cancellation die hubs shall use them March 1 through April 10, 1980. After that time the die hubs shall be withdrawn and retained for future authorized use. Postmasters who do not have special die hubs shall not request them without application by the sponsors.

Red Cross

Postmasters who have special Red Cross cancellation die hubs shall use them March 1 through March 31, 1980. After that time, the die hubs shall be withdrawn and retained for future authorized use.—*Rates & Classification Dept., 2–21–80.*

Plastic Strapping—Safety

When re-ordering poly-weld plastic strapping, specify the strapping container color. Most of the strapping currently in use is yellow, however, occasionally clear strapping is provided. Clear strapping, not easily seen on the workroom floor, is a potential safety hazard. Specify colored strapping on procurement requests, to insure that clear, colorless strapping is not purchased.

While this procedure may reduce the potential hazard, good housekeeping on the workroom floor is the best way to prevent accidents.—*Mail Processing Dept., 2–21–80.*

PCES Lump Sum Payments

Lump-sum cash payments (performance awards) given to PCES executives in lieu of increases to base will be paid by check following the scheduled effective date.

Federal tax of 20 percent will be withheld. State tax will be withheld based on a percentage rate determined by calculating the normal Federal tax versus the normal state tax withheld. For example, if normal Federal tax is $326 and normal state tax is $70 or 21.5 percent of Federal tax, 21.5 percent of Federal tax withheld would be deducted for state tax.

No earnings statement will be issued for a lump-sum cash payment. The lump-sum payment will be reflected in a W–2 form at the end of the calendar year.—*Employee Relations Dept., 2–21–80.*

March Treasury Checks

The Treasury has advised that March supplemental security income, and VA compensation and pension checks are to be delivered on Friday, February 29. The envelopes for both of these payments will bear the following endorsement:

> Postmaster: Requested Delivery Date is the 29th Day of the Month

Treasury has also advised that March civil service annuity, public debt interest and railroad retirement checks are to be delivered on the normal first of the month delivery date, Saturday, March 1. These check envelopes will be endorsed as follows:

> Postmaster: Requested Delivery Date is the 1st Day of the Month or the First Delivery Date Thereafter

Postmasters and supervisors are asked to plan to complete delivery of these checks on the dates specified above.—*Mail Processing Dept., 2-21-80.*

Travel—High Cost Areas

POSTAL BULLETIN 21232, 2-14-80 announced an expansion of areas defined as high cost relative to lodging expenses incurred while in an official travel status. This allowance/expansion was effective with travel begun on 2-14-80.—*Finance Dept., 2-21-80.*

Domestic Orders

False Representation and Lottery. Enforced by postmasters at cities listed:

State and City	*Names Covered*
PA, Pittsburg 15210	Gant System Exclusive Information Publishers 2200 Brownsville Road
PA, Williamsport 17701	Bruce Ronning, a/k/a Bruce Miller, d/b/a Midstate Travel Club 1426 Pebblewood Lane
NJ, Hawthorne 07507	Universal Life Church, Inc. Post Office Box 303
CA, Santa Ana 92711	Zeldcoe, Zeldco Post Office Box 11155

—*Judicial Officer, 2-21-80.*

Pre-Retirement Checklist

Form 2411, *Pre-Retirement Checklist,* has been updated and is available in the Supply Centers for requisition in the usual manner on Form 7380, *Requisition for Supplies.*

Item 13 has been added to Form 2411 to stress the requirement for proper and timely processing of Form 1345, *Request for Service Award Certificate Letter* (ELM 635).

To the fullest extent possible, Form 2411 should be used during individual pre-retirement counseling. It provides information and information sources on technical aspects of retirement, such as types of annuities, life and health insurance eligibility, time credit for sick leave, Federal income tax provisions governing sick pay disability exclusion, and protection of annuity rights if electing benefits under Federal Employees Compensation Act.—*Employee Relations Dept., 2-21-80.*

Rural Routes—Special Equipment Maintenance Allowance

The December 1979, national average price per gallon for no-lead regular gasoline, which was released by the Bureau of Labor Statistics on January 25, 1980, was $1.065. Therefore, in accordance with the provisions of Article 30.1.G.3, of the *USPS-NRLCA 1978 National Agreement,* the rural letter carrier equipment maintenance allowance shall be increased from 24¢ to 24.5¢ per mile, or major fraction of a mile scheduled per day, or $9.80 per day, whichever is greater.

Auxiliary Rural Assistants (Des. 78) and Auxiliary Rural Carriers (Des. 77) shall be paid an equipment maintenance allowance (EMA) of 24.5¢ per mile or a minimum of $3.05 per hour, whichever is greater, but not to exceed the amount provided by the special chart for the route stops and miles.

The EMA Schedule on pages four and five of this POSTAL BULLETIN supersedes all previously published EMA Schedules. The aforementioned changes in the EMA are effective February 9, 1980 (PP5-80).—*Office of Compensation, 2-21-80.*

UNIFORM PROGRAM—LICENSED VENDOR LISTING

Each of the following uniform vendors has received a vendor's license since distribution of Publication 136, *Licensed Vendor Listing.* These lists must be posted where they are readily available for employee's perusal.

Bob's Shoes & Service	13329 Poway Road	Poway	CA 92064
Brooke Factory Outlet	Post Office Box 14	Raynham	MA 02767
Clarke Uniforms Inc.	1920 Packard	Ann Arbor	MI 48104
Country Stores, Inc.	201 Division Street	Ansonia	CT 06401
Dubuque Medical Equipment Co.	539 Hill Street	Dubuque	IA 52001
Economy Shoe Shop	2100 Lee Street	Alexandria	LA 71301
Grassroots Shoe Store	1100 Jefferson Road	Rochester	NY 14623
Kaiser's Shoe Repair	2206 Illinois Avenue	Columbus	IN 47201
Little Red Shoe House	Rt. 6 Danbury-Newton Road	Newtown	CT 06470
Payless Shoe Source #810	4024 S. Adams Street	Peoria	IL 61605
Red Wing Shoe Store	401 North Central Expressway	Richardson	TX 75080
Red Wing Shoe Store	7921 Mall Road	Florence	KY 41042
Shelton Factory Outlet	110 Bridgeport Avenue	Shelton	CT 06484
The Shoe Box	106 N. Main Street	Bishop	CA 93514
Tony's Shoe Repair	815 Hennepin Avenue	Minneapolis	MN 55403
Zwicker Knitting Mills	P.O. Box 1819	Appleton	WI 54913

—*Labor Relations Dept., 2-21-80.*

best copy available

SPECIAL EQUIPMENT MAINTENANCE ALLOWANCE SCHEDULE - RURAL ROUTES
MAXIMUM NUMBER OF STOPS ON ROUTE
EFFECTIVE FEBRUARY 9, 1980 (PP5-80)

MILES	STOPS = 0260	0280	0300	0320	0340	0360	0380	0400	0420	0440	0460	0480	0500	0520	0540	0560	0580	0600	0620
8						9.90	10.00	10.10	10.20	10.30	10.40	10.50	10.60	10.70	10.80	10.90	11.00	11.10	11.20
9					9.90	10.00	10.10	10.20	10.30	10.40	10.50	10.60	10.70	10.80	10.90	11.00	11.10	11.20	11.30
10				9.90	10.00	10.10	10.20	10.30	10.40	10.50	10.60	10.70	10.80	10.90	11.00	11.10	11.20	11.30	11.40
11			9.90	10.00	10.10	10.20	10.30	10.40	10.50	10.60	10.70	10.80	10.90	11.00	11.10	11.20	11.30	11.40	11.50
12		9.90	10.00	10.10	10.20	10.30	10.40	10.50	10.60	10.70	10.80	10.90	11.00	11.10	11.20	11.30	11.40	11.50	11.60
13	9.90	10.00	10.10	10.20	10.30	10.40	10.50	10.60	10.70	10.80	10.90	11.00	11.10	11.20	11.30	11.40	11.50	11.60	11.70
14	10.00	10.10	10.20	10.30	10.40	10.50	10.60	10.70	10.80	10.90	11.00	11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80
15	10.10	10.20	10.30	10.40	10.50	10.60	10.70	10.80	10.90	11.00	11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90
16	10.20	10.30	10.40	10.50	10.60	10.70	10.80	10.90	11.00	11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00
17	10.30	10.40	10.50	10.60	10.70	10.80	10.90	11.00	11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10
18	10.40	10.50	10.60	10.70	10.80	10.90	11.00	11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20
19	10.50	10.60	10.70	10.80	10.90	11.00	11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30
20	10.60	10.70	10.80	10.90	11.00	11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40
21	10.70	10.80	10.90	11.00	11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50
22	10.80	10.90	11.00	11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60
23	10.90	11.00	11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70
24	11.00	11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80
25	11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90
26	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00
27	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10
28	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20
29	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30
30	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40
31	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50
32	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60
33	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70
34	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80
35	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90
36	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00
37	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10
38	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20
39	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30
40	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40
41	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50
42	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60
43	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70
44	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80
45	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	
46	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80		
47	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80			
48	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80				
49	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80					
50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80						
51	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80							
52	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80								
53	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80									
54	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80										
55	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80											
56	14.20	14.30	14.40	14.50	14.60	14.70	14.80												
57	14.30	14.40	14.50	14.60	14.70	14.80													
58	14.40	14.50	14.60	14.70	14.80														
59	14.50	14.60	14.70	14.80															
60	14.60	14.70	14.80																

SPECIAL EQUIPMENT MAINTENANCE ALLOWANCE SCHEDULE - RURAL ROUTES
MAXIMUM NUMBER OF STOPS ON ROUTE
EFFECTIVE FEBRUARY 9, 1980 (PP5-80)

MILES	STOPS =	0640	0660	0680	0700	0720	0740	0760	0780	0800	0820	0840	0860	0880	0900	0920	0940	0960	0980	1000
8		11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10
9		11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20
10		11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30
11		11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40
12		11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50
13		11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60
14		11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70
15		12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80
16		12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90
17		12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00
18		12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10
19		12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20
20		12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30
21		12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40
22		12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50
23		12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60
24		12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70
25		13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80
26		13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	
27		13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80		
28		13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80			
29		13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80				
30		13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80					
31		13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80						
32		13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80							
33		13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80								
34		13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80									
35		14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80										
36		14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80											
37		14.20	14.30	14.40	14.50	14.60	14.70	14.80												
38		14.30	14.40	14.50	14.60	14.70	14.80													
39		14.40	14.50	14.60	14.70	14.80														
40		14.50	14.60	14.70	14.80															
41		14.60	14.70	14.80																
42		14.70	14.80																	
43		14.80																		

VACANT REGULAR RURAL ROUTES LISTING NO. 80-11

The vacant rural routes listed below will be posted for bid in accordance with the USPS-NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this POSTAL BULLETIN. Those rural carriers having special bidding rights as defined in the USPS-NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
CENTRAL REGION					
Illinois	Cary	60013	03	35:30 (36H)	11.65
	Crystal Lake	60014	06	43:58 (44H)	33.15
	Woodstock	60098	05	44:59 (41J)	52.60
	Bartlett	60103	02	41:27 (41H)	14.60
	do	60103	04	43:15 (43H)	27.30
	Hampshire	60140	03	37:42 (38S)	52.30
	New Berlin	62670	01	42:25 (42H)	74.70
Indiana	Petersburg	47567	01	49:32 (41K)	55.65
	Crawfordsville	47933	07	47:29 (44J)	72.95
Iowa	Rockwell City	50579	02	40:15 (40S)	98.70
	Storm Lake	50588	02	56:34 (47K)	75.22
Kansas	Goodland	67735	02	39:03 (39S)	104.85
Kentucky	Waynesburg	40489	03	34:48 (35S)	76.35
Minnesota	Cokato	55321	01	50:06 (46J)	93.05
	Dassel	55325	01	46:19 (46H)	84.40
	Hutchinson	55350	03	49:12 (45J)	86.10
	Blooming Prairie	55917	02	42:01 (42H)	65.25
	Le Center	56057	02	42:51 (43H)	83.05
	Clarkfield	56223	02	39:31 (40S)	99.45
	Montevideo	56265	01	39:27 (39S)	95.20
	do	56265	02	44:36 (45H)	98.74
Missouri	Sibley	64088	01	34:55 (35S)	57.05
	Lebanon	65536	07	35:17 (35S)	22.85
Nebraska	Omaha	68108	10	51:31 (43K)	20.02
	do	68108	75	43:17 (43H)	15.00
North Dakota	New Rockford	58356	02	37:41 (38S)	109.75
	Sarles	58372	01	31:02 (31S)	100.40
	Oakes	58474	02	45:20 (42J)	115.05
	Antler	58711	01	22:44 (23S)	70.25
Ohio	Lancaster	43140	01	42:05 (42H)	36.40
	Mount Sterling	43143	03	37:56 (38H)	60.55
	Marion	43302	08	42:16 (42H)	27.90
	Ashland	44805	05	44:26 (44H)	64.35
	South Vienna	45369	01	47:32 (40K)	51.78
South Dakota	Sisseton	57262	03	44:02 (44H)	113.30
	Willow Lake	57278	01	36:04 (36S)	96.35
Wisconsin	Mukwonago	53149	05	37:55 (38H)	37.25
	Whitewater	53190	01	42:32 (43H)	67.30
	Lodi	53555	02	42:49 (43H)	67.65
	La Crosse	54601	02	53:40 (45K)	54.45
	Arkdale	54613	01	47:12 (43J)	91.65
	Bloomer	54724	01	48:41 (44J)	100.00
	do	54724	02	43:05 (43H)	88.65
	Stone Lake	54876	01	32:13 (32S)	75.25
	Weyerhaeuser	54895	01	44:44 (45H)	116.00
EASTERN REGION					
Maryland	Friendsville	21531	01	47:41 (44J)	93.10
	Oakland	21550	01	51:50 (43K)	63.20
New York	Ithaca	14850	09	48:26 (44J)	63.70
Pennsylvania	Indiana	15701	04	46:25 (43J)	56.90
	do	15701	06	44:15 (41J)	52.00
	Mechanicsburg	17055	02	49:34 (45J)	48.60
Virginia	Martinsville	24112	01	50:12 (46J)	52.60
NORTHEASTERN REGION					
New Hampshire	Campton	03223	01	47:21 (43J)	52.80
	Concord	03301	08	46:27 (46H)	69.10
	Dover	03820	05	43:24 (43H)	29.70
	North Hampton	03862	02	36:18 (36S)	23.80
Connecticut	Windsor Locks	06095	01	50:20 (42K)	21.45
	Old Lyme	06371	01	51:44 (43K)	37.40
New York	Amsterdam	12010	05	51:12 (43K)	67.90
	do	12010	06	44:37 (45H)	42.70
	Sprakers	12166	01	36:34 (36S)	75.00
	Worcester	12197	01	35:10 (35S)	57.90
SOUTHERN REGION					
Alabama	Florence	35630	08	41:23 (41H)	33.05
Arkansas	Hot Springs National Park.	71901	07	46:41 (43J)	61.85
Florida	McAlpin	32062	01	47:49 (44J)	128.30
	Tallahassee	32308	19	43:00 (43H)	58.55
Georgia	Pendergrass	30567	01	47:15 (43J)	93.70
Louisiana	Cameron	70631	01	37:50 (38S)	52.00
Mississippi	Cleveland	38732	02	43:39 (44H)	70.50
	Camden	39045	01	46:28 (46H)	125.70
	Louisville	39339	01	48:51 (45J)	83.10
	Newton	39345	02	30:57 (S31)	73.70
	McCall	39647	02	39:02 (39S)	104.20
North Carolina	Spring Hope	27882	01	51:33 (43K)	89.25
	Catawba	28609	02	35:11 (35S)	047
	Pineville	28134	04	47:25 (40K)	023
Oklahoma	Madill	73446	02	40:23	92.70
	Cordell	73632	02	40:02 (40S)	124.80
South Carolina	Anderson	29621	03	48:29 (40K)	87.00
Tennessee	Milan	38358	02	43:27 (H43)	52.15
	Jamestown	38556	03	45:16 (H45)	90.13
Texas	Midlothian	76065	02	48:30 (44J)	80.50
	Fort Worth	76101	08	42:41 (43H)	38.65
	Decatur	76234	03	34:24 (34S)	92.35
	Seymour	76380	02	27:16 (27S)	84.90
	Cisco	76437	02	42:24 (42S)	103.00
	Helotes	78023	01	37:11 (37S)	30.30
	Von Ormy	78073	02	36:33 (37S)	43.00
	Alamo	78516	02	41:20 (41S)	51.50
	Austin	78710	11	50:52 (42K)	72.44
	Abilene	79604	03	37:32 (S38)	62.34
WESTERN REGION					
Arizona	Mesa	85201	11	36:30 (37S)	31.49
	Buckeye	85326	02	37:27 (37S)	50.30
	do	85326	03	42:34 (43S)	56.90
California	Porterville	93257	06	41:08 (41H)	37.90
	Sanger	93657	03	42:26 (42H)	56.00
	do	93657	05	41:38 (42H)	40.50
	Castroville	95012	01	45:03 (41J)	38.80
	Grass Valley	95945	05	41:16 (41H)	24.50
	do	95945	07	37:59 (38H)	45.50
	do	95945	08	37:42 (38H)	23.20
	do	95945	09	35:29 (35H)	19.40
Idaho	Kendrick	83537	02	31:54 (32S)	82.40
Washington	Kent	98031	05	44:24 (41J)	30.95
	Cheney	99004	02	52:47 (44K)	101.45

*The "Route Classification and Evaluation" published in this POSTAL BULLETIN may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

—Labor Relations Dept., 2-21-80.

ZIP CODE DIRECTORIES BY MAIL

Publication 65, *the 1980 National ZIP Code and Post Office Directory,* is now available through a new mail order test program.

Designed to supplement retail sales efforts, the test program permits customers to order their directory through the mail rather than at retail outlets. This provides two purchase options for users of the directory.

Mail order prices are identical to retail prices of $7.50 per single copy and $52.50 for a case of eight copies. No service or handling charges will be added.

Mail order purchasers may also take advantage of trade-in discounts of $1.50 by mailing in the front cover of any previous year's Publication 65 or Publication 26, *Directory of Post Offices* with their order. This is limited to one front cover for each single copy purchased, and 7 front covers for each case purchased.

As part of a national program to promote the sale of the *1980 National ZIP Code and Post Office Directory,* USPS will use promotional mailings, magazine advertisements and postal related publications. Retail sales will also be promoted through posters, screenline merchandiser inserts and a tent card display for postal lobbies.

Customers wishing to order by mail may use the order form below.

ORDER FORM: NATIONAL ZIP CODE & POST OFFICE DIRECTORY

Please fill in the information requested below and enclose this form, your check or money order, and your trade-in front cover(s) (when appropriate) in an envelope addressed to: ST. LOUIS POSTAL DATA CENTER. P.O. BOX 14872, ST. LOUIS, MO 63180.

Firm Name____________________ Attn:________________

Address____________________________________

City, State and ZIP Code____________________________

Where will your directory(s) be used?

a. Mailroom ☐ b. Office ☐ c. Library ☐ d. Other ☐

What type of business is your firm in?

a. Agriculture ☐
b. Mining ☐
c. Construction ☐
d. Manufacturing ☐
e. Transportation ☐
f. Communications ☐
g. Wholesale Trade ☐
h. Retail Trade ☐
i. Finance, Insurance ☐
j. Real Estate ☐
k. Service Industry ☐
l. Professional ☐
m. Public Admin. ☐

Please use the appropriate line(s) below to indicate your order and to compute the amount due. Make checks and money orders payable to U. S. Postal Service.

Single copy(s) ____ @ $7.50 minus ____ trade-ins @ $1.50 AMOUNT DUE $________

PB case(s) ____ @ $52.50 minus ____ trade-ins @ $1.50 AMOUNT DUE $________

—Delivery Services Dept., 2-21-80.

UNITED STATES POSTAL SERVICE
WASHINGTON, D.C. 20260
OFFICIAL BUSINESS

PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE, $300

U.S.MAIL

FIRST CLASS

Schedule. The Postal Bulletin is published every Thursday by the Directives and Forms Division of the U.S. Postal Service, Washington, DC 20260.

Distribution. The Bulletin is received by all postal facilities.

Effective Period. Postal Bulletin articles are effective for six months unless otherwise specified.

Index. A quarterly index of Bulletin articles appears early in the months of January, April, July, and October.

Orders.
Public sale:
  Superintendent of Documents
  U.S. Government Printing Office
  Washington, DC 20402
    Single copy: 70 cents
    Subscription: $35, $8.75 additional for foreign mailing
Postal facilities:
  For one time orders, send Form 7380 to the Eastern Area Supply Center.
  To change quantity received, send Form 1286 to the Directives and Forms Division, giving justification.

21234

postal bulletin

PB 21234—February 28, 1980—12 Pages

First-Class Presort Endorsement on Precanceled Stamps

Effective immediately, mailers are allowed to purchase and use 13-cent and 9-cent precanceled stamps which include a *Presorted First-Class* endorsement on the stamp.

Post offices are authorized to requisition 13-cent and 9-cent precanceled stamps bearing the identifying *Presorted First-Class* between the cancellation lines.

Mailers who use these presorted first-class precanceled stamps will not have to print or hand stamp the required *Presorted First-Class* on the card or letter as previously required in 362.2 of the DOMESTIC MAIL MANUAL (DMM).

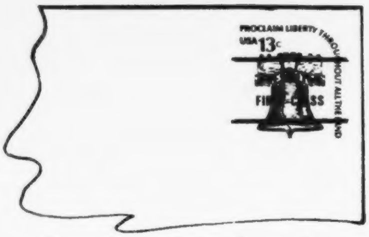
The precancellation with the "*Presorted First-Class*" endorsement will be available for the 13-cent and 9-cent stamps only, which are the current presort rates for one ounce letters and cards. The stamps may be purchased according to the instructions in 143 of the DMM.

Effective immediately, a new 143.424 and a revised 362.2 of the DMM read as follows:

143.424 Stamps precanceled with Presorted First-Class Legend.

a. Endorsement. Precanceled stamps can be requisitioned with the *Presorted First-Class* legend preprinted between the two cancellation lines. These stamps can be used only for the first ounce. Presort rate with post cards and mail of letter size mailed as part of a qualifying presorted first-class mailing. Mailing pieces bearing the presort imprint must include the return address or cancellation endorsement required by 143.421.

b. Illustration.


PROCLAIM LIBERTY THROUGHOUT ALL THE LAND
USA 13c
FIRST-CLASS

* * * * *

362.2 Markings Required. All pieces in the mailing, including residual pieces not qualifying for the lower presort rate, must be marked Presorted First-Class as follows:

a. When a permit imprint is used Presorted First-Class must be part of the permit imprint or printed or rubber stamped by the mailer above the address and immediately below or to the left of the permit imprint.

b. When a meter stamp is used Presorted First-Class must be printed or rubber stamped by the mailer above the address and immediately below or to the left of the meter stamps.

c. When a precanceled stamp is used Presorted First-Class must be printed or rubber stamped by the mailer above the address and immediately below or to the left of the precanceled stamp, unless a precanceled stamp bearing the words Presorted First-Class is used.

d. The marking may be printed by a postage meter special slug, ad plate, or other suitable means which will assure a legible endorsement.—*Rates & Classification Dept., 2–28–80.*

Registered Mail Receipt

Form 3806, *Registered Mail Receipt,* is no longer issued in books. It is issued in individual two-part forms.

The individual receipts were developed to speed acceptance of registered mail by allowing the mailer to complete portions of the receipt prior to presenting the article for registration.

For this form to be effective, post offices having a large volume of registered mail must place blank forms in lobbies so mailers can complete the portion of the form marked *Customer Completion* before presenting the article for mailing.

Post office copies of the forms should be filed in numerical order, by date.—*Rates & Classification Dept., 2–28–80.*

Energy Savings—Hot Water Heating

Indoor-outdoor reset controls have been used to control the temperature of hot water heating systems in most medium and large postal facilities for many years. These controls monitor the outside temperatures and adjust the hot water temperatures as low as possible while maintaining space heating. The boiler operates less, the heating system piping losses are less, and total fuel use can be reduced up to 25 percent.

These devices were not generally used in smaller owned and leased offices because of the cost and installation requirements. Recent innovations have overcome these disadvantages and the newer units are more economical and easier to install. It is advisable to consult the supplier about the application and the usable water temperature range to avoid possible problems with fire box condensation.

The units are manufactured by many of the heating controls manufacturers including Honeywell Inc.,

Continued on p. 3

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NEWARK PUBLIC LIBRARY
MAR 11 1980
U. S. GOVT. PUBS.
DEPOSITORY 376

MAR 11 1980
U. S. GOVT. PUBS.
DEPOSITORY 376
NEWARK PUBLIC LIBRARY

P1.3:

SERIES EE SAVINGS BONDS

In compliance with Department of Treasury regulations, the U.S. Postal Service will begin issuing a new type of savings bond in March 1980. The bond, Series EE, will be known as *U.S. Energy Savings Bond.* It will replace the standard Series E bond currently purchased through payroll allotments.

The new Series EE bond differs in many respects from the current E bond. Significant features of the new bond are:

a. Purchase price is 50% of face value. Example: a $50 bond costs $25; a $75 bond is $37.50, etc.

b. Minimum denomination is $50; the $25 bond will no longer be available.

c. The interest rate paid on bonds held for the full maturity period of 11 years is 7%; if held for 5 years, the interest rate is 6½%.

d. The bonds are not redeemable for the first six months.

e. Average dating of bonds purchased through payroll allotments will be applied to all bond denominations of $75 and greater, i.e., the month of purchase (issue) will be established when half the purchase price has been paid. Example:

> A $200 bond, on which $10 is being allotted per pay period, will be issued after 10 pay periods of witholdings have been completed. The date of issue (purchase) appearing on the bond, however, will be the month when half the purchase price was paid or, in this instance, the month in which the 5th deduction was made.

The $50 bond will be dated as of the month when the full purchase price is paid. (No Series EE bond may have an issue date prior to January 1980).

f. Minimum acceptable allotment for purchase of any bond is $2.50 a pay period. Higher amounts per pay period may be authorized, provided they are in multiples of $1.25.

Conversion of existing bond accounts as well as acceptance of new subscribers will take place in Pay Period 8–80, beginning March 22. All bond authorization forms for new allotments and changes submitted for Pay Period 8–80 and subsequently will be applied towards the purchase of Series EE bonds.

Employees currently enrolled to purchase a $25 Series E bond will have their allotments and existing bond balances converted automatically toward the purchase of the new $50 Series EE bond. All other denominations and related allotments will be continued: only the purchase price and frequency of bond issuance will change.

The Series EE bonds will be available for purchasing through payroll withholdings in $50, $75, $100, $200, $500, and $1000 denominations. The table in Exhibit A illustrates the various bond types available with multiple allotment options and related periods required for completion of purchase price.

Purchase Price of Bond Face Value of Bond	$25.00 ($50.00)	$37.50 ($75.00)	$50.00 ($100.00)	$100.00 ($200.00)	$250.00 ($500.00)	$500.00 ($1000.00)
Allotment Each Pay Period	Number of Allotments Required to Purchase Bonds					
$2. 50	10		20			
3. 75		10				
5. 00	5		10	20		
6. 25	4	6	8	16		
7. 50		5				
10. 00			5	10		
12. 50	2	3	4	8	20	
18. 75		2				
20. 00				5		
25. 00	1		2	4	10	20
31. 25					8	16
37. 50		1				
50. 00			1	2	5	10
62. 50					4	8
100. 00				1		5
125. 00					2	4
250. 00					1	2
500. 00						1

Exhibit A

—Employee Relations Dept., 2–28–80.

All Personnel Processing Mail for Dispatch Abroad

Foreign Order Notice 2

Keep all foreign order notices for use as reference.

A tentative **lottery order** has been issued against:

CANADA

Vancouver, B.C.

Granada Of Canada
P. O. Box 76919, Station S

P. O. Box 76919, Station S

Mr. L. Mar
Service Representative
Box 76730, Station S

C. P. Sales
MPO Box 3842
349 W. Georgia St.

IRELAND

Dublin 14

Verna Cassidy
20 Marley Close

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed *Foreign Order Mail* and send it to the Postmaster of New York, NY 10001. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all SCFs and designated International Exchange Offices.—*Judicial Officer, 2-28-80.*

Spoiled Money Orders

Section 941.152, DOMESTIC MAIL MANUAL, requires charging an additional fee for issuing a new money order to replace a spoiled or incorrectly prepared order returned after the date of issue.

Effective immediately, the customer or issuing clerk will not be charged the fee for issuing a new money order to replace an incorrectly prepared money order submitted after the day of issue. The additional fee specified in Section 941.152 is no longer required, and, with a reference to this notice, Section 941.151, should be marked to indicate that a new money order is to be issued for reasons of Post Office or Customer Error without collection of the fee.

Treat the uncollected fee as prescribed in 682 of Handbook F-1, *Financial Handbook for Post Offices.* The customer's receipt for the incorrectly prepared order must be submitted with Form 1412, *Daily Financial Report,* to support the noncollection of the fee.—*Rates & Classification Dept., 2-28-80.*

Consumer Service Card

As of February 11, 1980, all post offices were to be using the new, green, three-part Consumer Service Card (Form 4314-P).

This card must be used *only by postal employees* to register in-person customer contacts and customer telephone calls.

Post offices must forward copy 3 (customer comment copy) immediately to the Consumer Service Card Processing Center, Washington, DC 20261. Copy 2 (action copy) must be mailed under cover to the Processing Center *after action has been taken.* The post office should retain copy 1 (post office copy).

Only the white Consumer Service Card (Form 4314) should be available to the public in card display units located in postal lobbies and from letter carriers.—*Customer Services Dept., 2-28-80.*

International Registered Mail

Employees who accept international registered mail are reminded of the following procedures specified in Subchapter 440, Publication 42, *International Mail.*

A. The *sender* must declare the full value of postal union mail presented for registration to enable the acceptance employee to identify valuable registered mail for recording purposes. If the item is (1) a letter package containing dutiable merchandise, (2) a small packet, or (3) a package of dutiable printed matter, appropriate customs declaration forms are to be completed. See Sections 221.42 and 221.43, Publication 42.

B. The *acceptance employee* must enter on registered mail items the endorsements and markings stipulated in Section 445.22, Publication 42. Placement of the capital letter X is still required on international registered items which exceed $400 in value in order that such pieces may be properly recorded when dispatched from the United States.—*Rates & Classification Dept., 2-28-80.*

International Postage Rates and Fees

A new edition of Publication 51, *International Postage Rates and Fees,* is currently being printed. Automatic distribution will be made to all post offices by mid-March 1980. Post offices requiring additional copies for distribution to customers should requisition them from area supply centers after March 17 in accordance with established procedures. All previous editions of Publication 51 (before January 1980) are obsolete and should be destroyed.—*Rates & Classification Dept., 2-28-80.*

International Mail—USSR Parcel Weight

The Union of Soviet Socialist Republics has advised that, effective immediately, the maximum weight limit for air and surface parcels mailed to the USSR is 22 pounds. This is a reduction from the previous 44-pound limit.

In Publication 42, *International Mail,* make a write-in change in Appendix B, Individual Country Information for the USSR, Parcel Post—Weight Limit, to reflect the 22-pound weight limit. Also, make a write-in change to Appendix A, Air Parcel Rates—Parcel Post, Maximum Weight Limit, for the USSR to reflect the revised 22-pound weight limit.—*Rates & Classification Dept., 2-28-80.*

Continued from p. 1

Enertrol of American Stabilis, Penn Controls and Powers Controls. The Enertrol unit can also incorporate a timer for controlling systems where the same main heating system supplies both heating and domestic hot water. If heating is not required, the timer keeps the main system off until the time when domestic hot water will be needed, providing additional fuel savings.

With high fuel costs and the need to conserve energy, small offices and even home users with hot water heating systems should consider the advantages offered by this type of temperature control unit.

The controls are available from local heating supply dealers and contractors.—*Real Estate & Buildings Dept., 2-28-80.*

INTERNATIONAL EXPRESS MAIL—REPUBLIC OF KOREA

Effective March 1, 1980, the United States Postal Service will exchange International Express Mail items with the Republic of Korea (South Korea). The following regulations and procedures apply:

1. **Services Available:** Custom Designed and On Demand. See Exhibit A for rates.
2. **Areas Served:** Custom Designed and On Demand Service available to Seoul.
3. **Acceptable Items:** Business documents, commercial papers (*excluding* private letters), magnetic tapes, microfilm, and samples of merchandise.
4. **Weight Limit:** 22 pounds.
5. **Size Limit:**
   a. Minimum: 3½" x 5½".
   b. Maximum: Greatest length—3 feet; greatest length and girth combined—6½ feet.
6. **Customs Documentation:** For each item containing *merchandise samples,* customers must complete the *green* customs label, Form 2976, *Customs Douane C1.*

International Express Mail carries insurance against loss, damage, or rifling at no additional cost. Indemnity will be paid by the USPS as provided in DOMESTIC MAIL MANUAL 294, except that International Express Mail items are not insured against delay in delivery and indemnity will not be paid in the event of delay.

Acceptance employees shall:

1. Refer to Appendix B, Publication 42, *International Mail,* to ensure that the item does not contain articles which fall within the prohibitions and restrictions listed in the country information entry for the Republic of Korea; and
2. Complete appropriate sections of Express Mail labels and ensure that the required customs declaration is affixed to items containing samples of merchandise.

The INTERNATIONAL MAIL MANUAL will incorporate this information.

REPUBLIC OF KOREA
(SOUTH KOREA)
INTERNATIONAL EXPRESS MAIL

CUSTOM DESIGNED SERVICE

POUNDS (up to and including)	ZONE TO INTERNATIONAL EXCHANGE OFFICE 3	4	5	6	7	8	9
1	$28.31	$28.34	$28.38	$28.42	$28.46	$28.51	$28.56
2	30.84	30.90	30.98	31.06	31.14	31.24	31.34
3	33.37	33.46	33.58	33.70	33.82	33.97	34.12
4	35.90	36.02	36.18	36.34	36.50	36.70	36.90
5	38.43	38.58	38.78	38.98	39.18	39.43	39.68
6	40.96	41.14	41.38	41.62	41.86	42.16	42.46
7	43.49	43.70	43.98	44.26	44.54	44.89	45.24
8	46.02	46.26	46.58	46.90	47.22	47.62	48.02
9	48.55	48.82	49.18	49.54	49.90	50.35	50.80
10	51.08	51.38	51.78	52.18	52.58	53.08	53.58
11	53.61	53.94	54.38	54.82	55.26	55.81	56.36
12	56.14	56.50	56.98	57.46	57.94	58.54	59.14
13	58.67	59.06	59.58	60.10	60.62	61.27	61.92
14	61.20	61.62	62.18	62.74	63.30	64.00	64.70
15	63.73	64.18	64.78	65.38	65.98	66.73	67.48
16	66.26	66.74	67.38	68.02	68.66	69.46	70.26
17	68.79	69.30	69.98	70.66	71.34	72.19	73.04
18	71.32	71.86	72.58	73.30	74.02	74.92	75.82
19	73.85	74.42	75.18	75.94	76.70	77.65	78.60
20	76.38	76.98	77.78	78.58	79.38	80.38	81.38
21	78.91	79.54	80.38	81.22	82.06	83.11	84.16
22	81.44	82.10	82.98	83.86	84.74	85.84	86.94

NOTES: 1) Rates in this table are applicable to each piece of International Custom Designed Express Mail shipped under a Service Agreement providing for tender by the customer at a Designated Post Office.
2) Pick-up is available under a Service Agreement for an added charge of $5.25 for each pick-up stop, regardless of the number of pieces picked up. Domestic and International Express Mail picked up together under the same Service Agreement incurs only one pick-up charge.
3) If tendered at origin airport mail facility, deduct $3.00 from these rates.

ON DEMAND SERVICE

POUNDS (up to and including)	ZONE TO INTERNATIONAL EXCHANGE OFFICE 3	4	5	6	7	8	9
1	$18.03	$18.06	$18.10	$18.14	$18.18	$18.23	$18.28
2	20.56	20.62	20.70	20.78	20.86	20.96	21.06
3	23.09	23.18	23.30	23.42	23.54	23.69	23.84
4	25.62	25.74	25.90	26.06	26.22	26.42	26.62
5	28.15	28.30	28.50	28.70	28.90	29.15	29.40
6	30.68	30.86	31.10	31.34	31.58	31.88	32.18
7	33.21	33.42	33.70	33.98	34.26	34.61	34.96
8	35.74	35.98	36.30	36.62	36.94	37.34	37.74
9	38.27	38.54	38.90	39.26	39.62	40.07	40.52
10	40.80	41.10	41.50	41.90	42.30	42.80	43.30
11	43.33	43.66	44.10	44.54	44.98	45.53	46.08
12	45.86	46.22	46.70	47.18	47.66	48.26	48.86
13	48.39	48.78	49.30	49.82	50.34	50.99	51.64
14	50.92	51.34	51.90	52.46	53.02	53.72	54.42
15	53.45	53.90	54.50	55.10	55.70	56.45	57.20
16	55.98	56.46	57.10	57.74	58.38	59.18	59.98
17	58.51	59.02	59.70	60.38	61.06	61.91	62.76
18	61.04	61.58	62.30	63.02	63.74	64.64	65.54
19	63.57	64.14	64.90	65.66	66.42	67.37	68.32
20	66.10	66.70	67.50	68.30	69.10	70.10	71.10
21	68.63	69.26	70.10	70.94	71.78	72.83	73.88
22	71.16	71.82	72.70	73.58	74.46	75.56	76.66

NOTES: 1) Pick-up is available under a Service Agreement for an added charge of $5.25 for each pick-up stop, regardless of the number of pieces picked up. Domestic and International Express Mail picked up together under the same Service Agreement incurs only one pick-up charge.

—*Rates & Classification Dept., 2-28-80.*

All Post Offices with Delivery Service

1980 CENSUS

General Instructions

On March 5, 1980, most carriers, upon return from their routes, will case census mailing pieces into an empty case, placing them in delivery sequence. They will identify addresses for which they have no mailing pieces and complete a blue card (Form D–701 *Post Office Report of Missing Delivery*), for each missing piece. The mailing pieces, now in delivery sequence, will be pulled and stored in a designated place.

The blue cards (Form D–701) will be sent to the regional census office where mailing pieces will be prepared and returned to the appropriate post office. All Census mailing pieces will be delivered on March 28, 1980.

Those routes which do not have March 28 as a scheduled delivery day, such as triweekly routes, will deliver the mailing pieces on March 27, 1980.

Duplicate mailing pieces discovered on March 5 or March 28 will be identified, marked, and handled as instructed by the Bureau of the Census.

In those areas (primarily in the West) which have been identified as *unaddressed areas,* carriers will deliver census mailing pieces with simplified mailing address on March 28, 1980. There will be no preliminary casing of these pieces on March 5, nor will there be any preparation of blue cards on either March 5 or March 28.

On or after May 1, 1980, routes which delivered the simplified address mailing pieces on March 28 will receive Form D–707, *Post Enumeration Post Office Check.* Carriers verify the accuracy of the address information contained on each card to be sure they have a card for each address which contains living quarters. Complete blue cards, Form D–701, for each missing address.

In a few selected areas of the country the Postal Service will cooperate with the Census Bureau in an Update List/Leave Experimental Program. In some of these areas, the duties associated with this program will be performed on March 5 and March 28, 1980. Special instructions will be sent to Yakima and Bellingham, Washington.

Quality Control Procedures

On March 5, postal supervisors will count and record the number of Forms D–701 (blue cards). Between March 5 and March 27 an actual count of mailing pieces must be made and recorded on each rural and city delivery letter route. Supervisors compare the total number of blue cards and mailing pieces with the number of possible residential deliveries recorded on Form 1621, *Carrier's Route Report,* (city routes) or the number of families recorded on Form 4240, *Rural Carrier Trip Report,* (rural routes).

If the number of blue cards and mailing pieces equal or exceed the number recorded on the appropriate form, take no further action. If the number of blue cards and mailing pieces do not equal the number on the form and the difference cannot be reconciled with the carrier, prepare a blue card for each resident address not receiving a census mailing piece on delivery day, March 28.

I. City Delivery Letter Routes

The Census mailing pieces sequenced and stored on March 5 will be cased with other mail by park and loop, and foot carriers, and handled as a third bundle on curbside routes on delivery day, March 28.

II. Rural Delivery Routes

A. Reimbursement:

1. Reimbursement for training (d, e, and f below) is provided only to those rural carriers scheduled to perform duties on the days of census operations. An exception: if a carrier, FLSA, Code B, exceeds 12 hours on the dates specified above, or exceeds 56 hours during those workweeks, FLSA overtime will be paid for those hours in excess of 12 per day and 56 per week instead of the rates shown in a through f. Regular rural carriers and substitute rural carriers serving vacant routes will be compensated on a piece rate basis for:

a. Completing Form D–701, Post Office Report of Missing Delivery	28.8¢
b. Correcting Form D–707, Post Enumeration Post Office Check	6.3¢
c. Marking as duplicate Forms D–6 and D–7, mailing pieces, and Forms D–9, reminder cards (on March 5 and March 28, 1980, only)	7.0¢
d. Training associated with the casing check and delivery of the mailing pieces (Census Instructions D–713 and D–714)	$4.59
e. Training associated with the Post Enumeration Post Office Check on Address Cards, D–707 (Census Instruction D–709)	$2.09
f. Training associated with the Update List/Leave Experimental Program (Census Instruction D–720)	$3.48

2. A substitute carrier serving a regular route, other than a vacant regular route, will be compensated at the rates shown in II.A., unless the carrier exceeds 40 hours during the workweek in which case the carrier will be reimbursed at the hourly overtime rate for those hours in excess of 40 in lieu of the rates shown in II.A. for items 1–6.

3. Carriers serving auxiliary routes will be compensated at the hourly rate basis because they are paid for the actual hours worked and the additional time required for census duties will be included in the total route time for the day(s) involved. (Reimbursement rates in II.A. will not apply to Auxiliary routes.)

4. No additional compensation will be paid carriers for casing, pulling down, storing, delivering the census mailing pieces or for recasing mailing pieces on March 28.

B. Records. To insure the prompt and accurate payment of monies due rural carriers for the census-related duties described above, managers of rural carriers will take the following steps:

1. Obtain from each rural carrier Forms D–701 prepared for missing addresses, Forms D–707 which required correction, and census mailing pieces which have been identified and marked as duplicate. Include with the D–701s those D–701s prepared for mailing pieces which were given to the carrier later in the day. The census instructions require D–701s to be destroyed if mailing pieces appear later in the day. For rural carrier operations only, mark such D–701s *Void* in large, block letters, in a color contrasting to that of the D–701s.

2. Count the number of forms prepared by the carrier and record the total for each carrier, on a Form 1627

or other locally prepared form (see example on page 7). Retain this record for later carrier payment. It may be necessary to record entries on more than one day since census duties will take place on March 5, March 28, in some offices on April 4, and on or after May 1, 1980.

3. Send forms D-701, D-707, and duplicate census mailing pieces to the regional census office as instructed by Census.

4. Make a record of the training provided each rural carrier scheduled to perform census duties. Identify the training received by noting the census instruction form numbers shown in d, e, and f, above.

5. Determine and record the actual time spent by each carrier in preparing the forms. Do not count or record the time required to case, pull down, or deliver the mailing pieces. Also record the actual time each carrier was involved in the training phases of the census activities. All time must be recorded in hours and/or hundredths of an hour. The hours recorded for these activities will increase the *benchmark* addressed in Article 30.1.C.6.a. of the 1978–1981 USPS–NRLCA *National Agreement.*

6. Should any carrier receiving reimbursement at the piece rate actually work in excess of 2,080 hours during the guarantee period, the FLSA hours will first be reduced by the actual hours for census work as recorded on the form described in 2 above, and by the equivalent sum to that which was paid for the census activities.

7. Maintain this information until called for (approximately PP 13/80). A Postal Bulletin notice will provide instructions for submission of the data and payment to the carrier.

8. The recommended format for recording and maintaining the required information is shown on page 7 of this *Bulletin.*

9. At the end of each week during which census activities were performed, management must make a determination concerning the form of payment each carrier is to receive, i.e. piece rate, hourly rate, or FLSA overtime rate. The record specified in above must be noted.

III. Moratorium on Special Mail Counts

No special mail counts will be conducted during the month of March 1980. No mutually agreed upon special counts will be conducted in conjunction with the handling of census materials.

IV. Contract Box Delivery Routes

Administrative officials for box delivery routes will record and certify all extra workhours of contractors, or their employers, for the casing and delivery of census mailing pieces as outlined in the instructions provided each post office.

This certification will be for the administrative official's information and will only be used as backup information in those instances where a contractor files for additional pay. Any additional pay authorized as a result of 1980 census activities will be certified as a separate item on Forms 5429, *Certification of Exceptional Contract Service Performed,* and a copy sent to the regional office, to be forwarded to Headquarters. All additional pay will be computed in accordance with the terms of each affected contract.

All installation heads will initiate appropriate action for full compliance with the above instructions.—*Delivery Services Dept., 2-28-80.*

POST OFFICE CHANGES NO. 11

(Supplemental to 1980 National ZIP Code and Post Office Directory.)

Abbreviations: B=Branch. C=City Delivery. Conv.=Converted. CPO=Community Post Office. Disc.=Discontinued. Estab.=Established. F=Finance. Fac.=Facility. I=Independent Post Office. IC=Independent City. MOU=Money Order Unit. MPO=Main Post Office. MR=Mailing Restrictions (from Part 125 DMM) apply. NP=Nonpersonnel. NZCD=National ZIP Code and Post Office Directory. P=Postal facility discontinued. name retained for address purposes. Resc.=Rescinded. S=Station. x=Classified. (Contract stations and branches do not have the symbol "x" following the symbol of type of installation.)

Symbols: (1)=Officially closed on date shown. Notice is for administrative record purposes. (2)=Officially established on date shown. Notice is for administrative record purposes. (3)=All services previously terminated. Date shown is official discontinued date for administrative purposes.

State	Name of post office	County/parish	Name of station, branch, or unit	Type S/B	ZIP Code	Change action	Effective date	Explanation of change
CA	San Francisco	San Francisco	APO 96329.	B	96329	Add	2-10-80	APO estab. MR - A-B
GA	Macon	Bibb	Macon Mall	Sx	31206	Add	9-10-79	Sx estab. (2)
KS	Asherville	Mitchell		I	67415	Delete	3-28-80	PO disc. Change ZIP Code only. Continue address of Asherville KS (3)
KS	do	do		P	67420	Add	3-29-80	
KY	Win	Johnson		I	41272	Delete	3-28-80	PO disc. Change ZIP Code only. Continue address of Win, Ky (3)
KY	do	do		P	41238	Add	3-29-80	
MA	Hudson	Middlesex	Gleasondale	CPO	01749	Delete	3-30-79	CPO disc. Retain ZIP Code. (1)
MN	Anoka	Anoka	Ramsey	B	55303	Add	11-1-78	B estab. (2)
MN	do	do	Bridge Court	S	55303	Add	12-15-78	S estab. (2)
MN	Minneapolis	Hennepin	Saint Anthony Falls	Sx	55414	Delete	1-25-80	Sx disc. Retain ZIP Code (1)
MO	Theodosia	Ozark	Longrun	CPO	65684	Delete	1- [illegible] 80	CPO & ZIP Code disc. (1)
NY	Jamaica	Queens	Queens Village	S	11429	Delete	1- 3-80	S ZIP Code Changed.
NY	do	do	do	S	11428	Add	1- 3-80	
NY	do	do	Parcel Post	S	11418	Delete	1- 3-80	S disc. Retain ZIP Code. (1)
NY	Red Hook	Dutchess	Barrytown	CPO	12507	Add	12- 9-78	CPO estab. (2)
ND	New Salem	Morton	Judson	CPO	58548	Delete	8-10-79	CPO & ZIP Code disc. (1)
PA	Emerald	Lehigh		I	18048	Delete	3-21-80	PO disc. Change ZIP Code only. Continue address of Emerald, PA. (3)
PA	do	do		P	18080	Add	3-22-80	
VA	Mission Home	Greene		I	22956	Delete	3-21-80	PO disc. Change ZIP Code only. Continue address of Mission Home, VA. (1)
VA	do	do		P	22940	Add	3-22-80	
VA	Walmsley	Northumberland		I	22571	Delete	3-21-80	PO disc. Change ZIP Code only. Continue address of Walmsley, VA. (1)
	do	do		P	22435	Add	3-22-80	

—*Delivery Service Dept., 2-28-80.*

POST OFFICE	ZIP CODE	FINANCE NUMBER

1980 RURAL CARRIER CENSUS ACTIVITIES

METHOD OF PAYMENT	CARRIER'S NAME AND SOCIAL SECURITY NO.	ROUTE NO.	DATE	FORMS			TRAINING RECEIVED			TOTAL ACTUAL TIME
				D-701	D-707	D-6, D-7, AND D-9	D-713 & D-714	D-709	D-720	
Piece	J. Smith 111-11-1111	01	3-5-80	23	0	4	Yes	No	Yes	
Piece			3-28-80	2	0	0				
			4-4-80	0	0	0				
			5-6-80	0	0	0				
	TOTAL PIECES			25	0	4				
	ACTUAL TIME (HRS)			1.26		.16	.25		.25	1.92
Piece	B. BURNS 222-21-1212	02	3-5-80	12	0	0	Yes	Yes	No	
Piece			3-28-80	1	0	1				
			4-4-80	0	0	0				
Piece			5-6-80	0	6	0				
	TOTAL PIECES			13	6	1				
	ACTUAL TIME (HRS)			1.00	.34	.08	.50		.75	2.17
FLSA	S. JONES 323-11-1111	03	3-5-80	17	0	12	Yes	No	Yes	
Piece			3-28-80	2	0	0				
			4-4-80	0	0	0				
			5-6-80	0	0	0				
	TOTAL PIECES			19	0	12				
	ACTUAL TIME (HRS)			.50		.42	.50		.75	2.17
	V. James 121-21-2121	A04	3-5-80	0	0	0	Yes	Yes	No	
			3-28-80	0	0	0				
			4-4-80	0	0	0				
			5-6-80	43	12	0				
	TOTAL TIME (HRS)			43	12	0				
	ACTUAL TIME (HRS)			2.08	.67		.75	.25		3.75

☆USGPO:1979/652-454

DMM & POM Revision

Revised Sales Policy—Coiled Stamps

Section 163.523, DOMESTIC MAIL MANUAL (DMM), and 243.523, POSTAL OPERATIONS MANUAL (POM), currently prohibit the sale of coiled stamps in less than full coils at regular stamp windows and stamp collecting centers of post offices. Effective immediately, the following sales policy will govern the sale of coiled stamps at regular stamp windows at all post offices.

New issue coiled stamps should be available to customers for first day cancellations and other philatelic purposes. Therefore, postmasters may sell new issue coiled stamps in less than full coils for a period of one month from the first day of sale. Sales of all new issue coiled stamps for the prescribed one month period will be conducted **at regular stamp windows,** under the conditions of Sections 163.**533**, DMM, and 243.**533**, POM, until this revision is made in the manuals.

Postmasters may restrict the sale of coiled stamps in less than full coils to selected stamp windows to keep to a minimum the number of partial coils remaining unsold.

This modified sales policy is not effective at philatelic outlets. These units will continue to operate under present authorized procedures which allow them to open any coil of stamps as requested.

The new sales policy will be included in future revisions of Sections 163.523, DMM, and 243.523, POM.—*Customer Services Dept., 2–28–80.*

ASM Revision

Repairs at Leased Facilities

In many leased postal facilities the lessor is responsible for normal repairs and maintenance. The procedures for requesting normal repairs and emergency repairs are in subchapter 514 of the ADMINISTRATIVE SUPPORT MANUAL (ASM).

There are instances where the lessor is not responsive to repeated requests for repairs. In these instances the request for repairs is referred to the Field Real Estate and Buildings Office (FREBO) for action. When necessary, the FREBO is authorized to have the repairs completed by a third party and deduct the cost of the repairs from the lease payment. Subchapter 514 of the ASM will be revised to include the following:

Repairs by third parties will only be considered after every reasonable effort has been made to have the lessor complete the repairs. When repairs are estimated to cost in excess of 25 percent of the annual rental or $5,000, whichever is greater, the lessor must be requested to participate in a joint inspection of the problem and the proposed repairs along with possible alternative repairs to resolve the problem. The intent of this provision is to establish a basis for agreement as to the extent of repairs required. Lessors should be given a minimum of 10 days notice to participate in a joint inspection with FREBO staff.—*Real Estate & Buildings Dept., 2–28–80.*

Registered Mail—Declaration of Value

Section 911.251, DOMESTIC MAIL MANUAL, requires all mailers to declare the *full* value of mail presented for registration. The fact that private insurance may be carried on registered mail does not modify this requirement. Failure to declare the full value of registered mail and pay the appropriate fees may result in disallowance of any claim for indemnity.

Mailers whose registered mailings are covered by commercial insurance are required to pay the *full* fee for up to $1,000 of value and the handling charge for the balance of the value. When a mailer has a deductible clause of more than $1,000 in his commercial policy, he must pay the full fee for the amount of the deductible up to a maximum of $25,000 and the handling charge for the balance.

Postmasters must periodically review firm mailings to assure proper values are declared and the appropriate fees paid. All acceptance employees should make sure, when receiving mail matter for registration, that mailers are aware of these requirements.

Mailers do *not* have the option of declaring the minimum fee and foregoing payment of indemnity. Indemnity is only a small portion of the cost of registered mail; the much larger cost is concerned with providing protection to registered mail.—*Rates & Classification Dept., 2–28–80.*

Domestic Order

False Representation. Enforced by postmaster at city listed.

State/City	*Name Covered*
PA, Philadelphia 19176	Eden Valley Nursery Sales Caroline Road

—*Judicial Officer, 2–28–80.*

VACANT REGULAR RURAL ROUTES LISTING NO. 80–12

The vacant rural routes listed below will be posted for bid in accordance with the USPS–NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this POSTAL BULLETIN. Those rural carriers having special bidding rights as defined in the USPS–NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
CENTRAL REGION					
Illinois	Hillsboro	62049	01	41:58 (42S)	90.24
	Neoga	62447	01	45:57 (46H)	89.00
	Teutopolis	62467	01	51:48 (43K)	91.20
	Mount Vernon	62864	04	50:15 (46J)	57.85
	Murphysboro	62966	01	55:14 (46K)	62.85
Indiana	Edinburgh	46124	03	39:27 (39H)	21.15
	French Lick	47432	01	52:55 (44K)	73.60
	Shoals	47581	01	39:27 (39S)	80.50
	Lafayette	47901	10	41:18 (41S)	66.65
	Rensselaer	47978	02	42:33 (43H)	96.60
Kansas	Pittsburg	66762	04	42:38 (43H)	29.50
	Redfield	66769	01	42:42 (43S)	126.10
	Walnut	66780	02	36:35 (37S)	108.90
Kentucky	Louisville	40223	27	46:38 (43J)	22.20
	Ashland	41101	02	53:48 (45K)	53.00
	Monticello	42633	03	50:42 (42K)	91.80
Minnesota	Winona	55987	01	45:10 (45H)	76.55
Missouri	St. Clair	63077	01	50:57 (42K)	64.10
	Novinger	63559	01	31:33 (32S)	78.82
	Neelyville	63954	01	40:43 (41S)	96.30
Nebraska	Osmond	68765	01	37:33 (38S)	107.35
	Wilcox	68982	01	40:58 (41S)	100.75
Wisconsin	Cascade	53011	01	46:51 (43J)	70.60
	Rhinelander	54501	04	46:09 (46H)	76.00
	Laona	54541	01	36:46 (37S)	57.10
EASTERN REGION					
Delaware	Georgetown	19947	04	43:03 (43H)	54.50
Pennsylvania	Library	15129	02	48:22 (40K)	18.35
	Claysville	15323	01	45:41 (42J)	61.90
	New Providence	17560	01	50:26 (46J)	39.70
	Norristown	19401	03	41:50 (42H)	33.00
Virginia	Dugspur	24325	01	39:34 (40S)	90.90
West Virginia	Walker	26180	02	36:29 (36S)	67.40
NORTHEAST REGION					
Massachusetts	Webster	01570	03	41:33 (42H)	37.40
	Wrentham	02093	01	54:58 (46K)	43.80
Maine	Oxford	04270	01	35:10 (35S)	56.10
New Jersey	Boonton	07005	03	40:43 (41H)	20.50
New York	Yorktown Heights	10598	02	50:11 (46J)	34.00
	Monroe	10950	04	49:08 (48K)	40.90
	Ulster Park	12487	01	42:45 (43H)	33.95
WESTERN REGION					
New Mexico	Albuquerque	87101	16	47:31 (40K)	22.95
Oregon	Aurora	97002	01	40:37 (41K)	47.00
	Estacada	97023	03	45:59 (42J)	37.00
	North Bend	97459	04	38:15 (38S)	31.80
Washington	Spokane	99210	08	37:02 (37S)	18.90

*The "Route Classification and Evaluation" published in this POSTAL BULLETIN may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

—Labor Relations Dept., 2–28–80.

Warning Notice—Unrecovered Stolen Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)

The following money orders are void and should not be cashed: (1) All card type orders. (2) New style orders 000,000,001—199,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, KIA OB1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21232 article.

200,400,512 to 0,600
200,467,313 to 7,500
201,328,601 to 9,300
201,963,699 to 3,800
201,980,250 to 0,299
202,545,957 to 6,000
207,218,569 to 8,600
208,872,242 to 2,257
209,190,001 to 5,000
210,301,801 to 2,000
210,835,285 to 5,300
210,935,633 to 5,700
212,900,201 to 0,300
213,345,001 to 5,100
213,504,865 to 5,000
216,823,954 to 4,000
217,621,979 to 2,100
217,622,401 to 2,800
218,660,066 to 0,700
219,494,026 to 4,130
219,692,001 to 2,100
224,126,989 to 7,100
226,781,246 to 1,400
226,073,655 to 3,700
227,129,004 to 9,400
227,564,701 to 4,800
229,000,595 to 0,600
229,083,686 to 3,700
229,428,120 to 8,300
230,004,990 to 5,200
230,143,701 to 4,000
231,387,001 to 7,500
234,067,232 to 7,300
235,833,783 to 3,800
237,386,845 to 7,000
238,758,669 to 8,730
239,162,130 to 2,200
239,863,796 to 3,870
239,864,826 to 4,900
240,362,301 to 2,600
241,535,801 to 6,000
242,545,470 to 5,800
242,917,801 to 8,000
243,920,027 to 0,100
244,343,084 to 3,100
244,583,557 to 3,600
245,740,589 to 0,600
245,767,347 to 7,400
247,636,179 to 6,200
247,649,190 to 9,200
247,760,081 to 0,100
250,442,960 to 3,000
252,160,301 to 0,393
252,494,635 to 4,700
253,094,279 to 4,400
253,181,800 to 1,900
253,641,268 to 1,300
254,680,851 to 0,900
259,412,918 to 2,954
261,707,201 to 7,400
261,766,701 to 6,800
262,740,206 to 0,300
263,414,901 to 5,800
264,474,080 to 4,300
266,472,561 to 2,860
268,746,401 to 6,500
270,677,679 to 7,696
272,291,501 to 1,600
274,450,824 to 0,900
274,873,716 to 4,100
275,288,303 to 8,700
278,286,361 to 6,400
278,737,201 to 7,300
278,846,365 to 6,600
282,204,343 to 4,700
282,909,819 to 9,900
284,943,445 to 3,500
285,397,992 to 8,400
286,837,601 to 7,900
288,349,047 to 9,500
288,657,574 to 7,600
291,853,923 to 3,969
295,946,650 to 6,661
296,077,001 to 7,053
296,077,201 to 7,300
297,173,660 to 3,900
297,213,342 to 3,500
297,444,801 to 5,500
297,700,501 to 0,700
298,072,101 to 2,600
299,902,655 to 2,700
305,253,101 to 3,600
306,165,495 to 5,500
306,698,463 to 8,500
306,933,345 to 3,400
307,200,601 to 1,000
307,806,061 to 6,100
310,917,957 to 8,100
310,956,020 to 6,200
311,577,901 to 8,100
311,994,658 to 4,700
314,162,132 to 2,200
315,105,301 to 5,500
315,788,118 to 8,140
317,630,301 to 0,400
321,087,737 to 7,800
321,272,306 to 2,400
321,489,229 to 9,300
322,180,820 to 1,000
323,294,360 to 4,400
323,296,838 to 6,856
323,297,695 to 7,730
323,485,231 to 5,240
323,997,101 to 7,400
326,023,246 to 3,300
328,436,401 to 6,500
331,892,798 to 3,000
332,069,432 to 9,500
336,646,801 to 7,300
336,661,265 to 1,500
336,825,701 to 7,000
336,909,925 to 0,000
337,395,212 to 5,300
338,038,706 to 8,800
338,891,701 to 2,200
339,735,184 to 5,200
340,711,001 to 3,000
341,462,701 to 2,900
343,703,708 to 3,900
343,760,901 to 1,000
343,945,919 to 5,940
344,536,201 to 6,400
344,821,230 to 1,297
344,854,601 to 4,700
345,986,501 to 6,600
347,238,201 to 8,300
347,975,946 to 5,959
348,086,296 to 6,300
348,190,501 to 0,900
349,779,757 to 9,800
351,452,949 to 3,000
351,490,001 to 0,600
355,360,601 to 1,000
357,010,401 to 0,500
357,339,409 to 9,455
359,269,750 to 9,790
359,547,122 to 7,150
359,790,481 to 0,540
359,791,901 to 1,920
359,994,676 to 4,700
374,988,860 to 8,880

MISSING OR STOLEN U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Insert any interim notices in sequence.
A. New Style. (Listed below). The actual serial numbers consist only of the first 10 digits. Destroy the PB 21232 article.
B. Old Style. The listing from PB 21148 is still valid. **C. Counterfeit.** The listing from PB 21190 is still valid.

165 705 7000 to 7999
167 061 1632 to 1699
167 982 3712 to 3799
173 960 5125 to 5699
190 137 2592 to 2699
193 273 8600 to 8999
194 519 7600 to 8099
195 263 7000 to 8999
195 322 5400 to 5699
197 427 0113 to 0149
198 354 3000 to 3099
199 567 1359 to 1999
203 297 6000 to 7499
203 619 3700 to 3999
203 851 6800 to 6899
203 977 4500 to 4775
204 108 8000 to 9999
206 493 4600 to 4799
206 793 5600 to 6499
208 287 8700 to 8899
208 385 5000 to 6999
209 728 2600 to 3099
210 176 8200 to 8599
210 868 4500 to 4699
211 238 0459 to 0999
211 436 5608 to 5699
211 527 2600 to 3099
211 682 3100 to 3599
212 791 9500 to 9599
213 123 9827 to 9999
213 578 4229 to 4399
213 822 5800 to 6299
214 158 2955 to 2999
214 159 4800 to 4999
215 043 7926 to 8199
215 532 5100 to 5399
215 538 0200 to 0499
216 678 6072 to 6999
217 210 7100 to 7299
217 241 5400 to 5799
217 268 2574 to 2699
217 667 3400 to 3599
217 672 4200 to 4599
217 902 4181 to 4299
218 755 4591 to 4699
220 350 0000 to 0999
221 371 4600 to 4999
221 626 2100 to 2299
221 661 5318 to 5499
222 224 8100 to 8499
222 536 2000 to 2299
224 057 4061 to 4299
224 206 6395 to 6499
224 554 9830 to 0399
225 268 1655 to 1799
225 711 9700 to 9999
225 712 0000 to 0999
225 767 2000 to 2299
226 904 0500 to 0599
227 097 4600 to 4699
227 254 9800 to 0099
227 611 4000 to 4599
228 660 5976 to 5999
229 117 4866 to 4999
229 346 9900 to 9999
229 434 3500 to 3599
229 434 3866 to 3899
229 531 9700 to 9899
229 563 1918 to 1999
229 576 1732 to 1799
229 576 1800 to 1899
229 585 4570 to 4599
230 099 6300 to 6399
230 406 2975 to 2999
230 577 6515 to 6599
230 826 8683 to 8799
231 126 6475 to 6499
231 147 0883 to 1499
231 525 7893 to 7999
231 651 8280 to 8299
231 725 2789 to 2799
231 770 2751 to 2762
231 873 7928 to 7999
232 295 7249 to 7599
232 319 6535 to 6599
232 426 6620 to 6699
232 665 0292 to 0399
233 262 7907 to 7999
233 407 5872 to 5899
233 453 8902 to 8929
233 516 6100 to 6199
233 638 1200 to 1799
233 845 9000 to 9099
234 031 6456 to 6999
234 064 8437 to 8499
234 261 4500 to 4599
234 398 5527 to 5599
234 431 3655 to 3699
234 500 2944 to 2999
234 659 4000 to 4199
234 659 8700 to 8999
234 742 1948 to 1999
234 802 1060 to 1199
234 997 1000 to 1599
235 254 2060 to 2099
235 439 6181 to 6299
235 644 7061 to 7099
235 925 8767 to 8799
236 145 5082 to 5099
236 388 4842 to 5099
236 467 6573 to 6599
236 566 2555 to 2599
236 571 9759 to 9781
236 576 9520 to 9599
236 656 6422 to 6499
236 755 8000 to 8099
236 937 5803 to 5999
236 941 5400 to 5499
237 413 7500 to 7599
237 423 4111 to 4199
237 457 5600 to 5699
237 457 5800 to 5899
237 574 8657 to 8799
237 702 6823 to 6899
237 702 6921 to 6999
238 165 7700 to 7799
238 169 7587 to 7599
238 377 4508 to 4599
238 377 4607 to 4699
238 586 3100 to 3299
239 199 0700 to 1099
239 204 9916 to 9999
239 481 4728 to 4799
239 549 7116 to 7499
239 575 2000 to 2199
239 596 4800 to 4999
239 640 5708 to 5728
239 724 1489 to 1499
239 985 7000 to 7499
240 042 3151 to 3169
240 108 6501 to 6599
240 252 6400 to 6899
240 256 2900 to 3199
240 559 4363 to 4399
240 639 3561 to 3599
240 855 7000 to 7099
240 901 5900 to 5999
241 081 9274 to 9299
241 224 7209 to 7299
241 685 5124 to 5199
241 694 1800 to 1899
241 753 7766 to 7799
241 902 2600 to 2799
242 021 2262 to 2499
242 327 4984 to 4999
242 576 1609 to 1699
242 585 4155 to 4299
242 591 4500 to 4699
242 605 0000 to 0999
242 621 8314 to 8399
242 781 0789 to 0799
242 816 1337 to 1399
243 112 4109 to 4120
243 228 7200 to 7499
243 766 6730 to 6799
243 805 0000 to 0299
243 906 7800 to 8199
244 299 2000 to 2199
244 366 8800 to 8899
244 381 3024 to 3099
244 525 0719 to 0799
244 657 7700 to 7899
244 678 2333 to 2499
244 742 7748 to 7799
244 743 7100 to 7399
244 895 5575 to 5599
245 103 9300 to 9399
245 103 9400 to 9499
245 118 6754 to 6768
245 279 1420 to 1499
245 279 1510 to 1599
245 591 1626 to 1799
245 695 0346 to 0399
245 973 2677 to 2699
246 076 7300 to 7399
246 155 4048 to 4099
246 155 5000 to 5499
246 402 6511 to 6599
246 608 6300 to 6399
246 609 9545 to 9799
246 741 2082 to 2099
246 816 2600 to 2699
246 973 1372 to 1399
247 012 0500 to 0599
247 066 9300 to 9399
247 113 5635 to 5699
247 490 1960 to 1999
247 490 2086 to 2099
247 497 4000 to 4099
247 544 0200 to 0214
247 575 4400 to 4499
247 929 6417 to 6799
247 983 1511 to 1899
248 120 4322 to 4399
248 244 7246 to 7299
248 317 7624 to 7699
248 397 2163 to 2199
248 423 4864 to 4999
248 440 7916 to 7971
248 718 7317 to 7399
248 842 3133 to 3199
249 680 4872 to 4899
249 945 6900 to 6999
249 996 6000 to 6099
249 996 6300 to 6499
250 452 4971 to 4999
250 483 0600 to 0699
250 547 7046 to 7099
250 565 7029 to 7099
250 833 7200 to 7399
250 951 4340 to 4363
250 991 9778 to 9799
251 518 6281 to 6399
251 964 6056 to 6199
252 171 2041 to 2056
252 206 2101 to 2199
252 235 4400 to 4499
252 235 4581 to 4899
252 432 6988 to 6999
253 175 2670 to 2699
253 293 5931 to 5940
253 446 4033 to 4099
253 547 6013 to 6049
253 547 6054 to 6099
253 747 6924 to 6999
255 276 0949 to 0999
259 227 0000 to 1499
800 502 3000 to 3999
800 941 7900 to 7999
801 278 3600 to 3999
801 579 6056 to 6098
801 629 1900 to 1999
802 029 5199 to 8999
802 265 0575 to 1999
802 774 0000 to 4999

UNITED STATES POSTAL SERVICE
WASHINGTON, D.C. 20260
OFFICIAL BUSINESS

PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE, $300

U.S.MAIL

FIRST CLASS

Schedule. The Postal Bulletin is published every Thursday by the Directives and Forms Division of the U.S. Postal Service, Washington, DC 20260.

Distribution. The Bulletin is received by all postal facilities.

Effective Period. Postal Bulletin articles are effective for six months unless otherwise specified.

Index. A quarterly index of Bulletin articles appears early in the months of January, April, July, and October.

Orders.

Public sale:
  Superintendent of Documents
  U.S. Government Printing Office
  Washington, DC 20402
    Single copy: 70 cents
    Subscription: $35, $8.75 additional for foreign mailing

Postal facilities:
  For one time orders, send Form 7380 to the Eastern Area Supply Center.
  To change quantity received, send Form 1286 to the Directives and Forms Division, giving justification.

21235

UNITED STATES POSTAL SERVICE U.S.MAIL

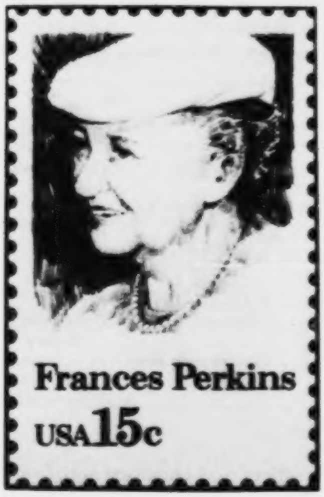
postal bulletin

PB 21235—March 6, 1980—12 Pages

15-Cent Frances Perkins Commemorative Stamp

Description. The 15-cent Frances Perkins commemorative stamp will be first placed on sale at Washington, DC 20013, on April 9, 1980. The stamp is being issued in honor of the first woman member of a presidential cabinet.

Do Not Sell Before April 10, 1980



Copyright U.S. Postal Service 1980

Size: 0.84 x 1.35 inches.
Issued in sheets of 50.
Color: Blue.
Marginal marking: One plate number.
©United States Postal Service 1980.
Use correct ZIP Code, and Mr. ZIP.®
Designer: F. R. Petrie.

Collectors. First-day cover cancellations may be obtained by one of the following methods:

a. Customers Affixing Stamps. Customers are encouraged to purchase stamps at local post offices and affix them to their envelopes. All envelopes must be addressed. Peelable address labels are recommended and a filler card of postal card thickness should be inserted in each cover. Orders must be postmarked by April 24, 1980, and should be addressed to: First Day Cancellations, Postmaster, Washington, DC 20013. No remittance is required.

P.B. Centennial

On March 4, 1880, the first "Daily Bulletin of Orders Affecting the Postal Service" was issued. This was the ancestor of our present Postal Bulletin.

For a hundred years, bulletins have helped bind the Postal Service together, just as the Postal Service has helped bind the nation together.

To commemorate this centennial, we have reproduced this first bulletin on page 3.

Reading it over, you can see that postal problems have not changed all that much. Then as now there were adjustments that had to be made to meet the needs of a dynamic and changing country.

So, let us take this occasion to remember the postal workers of a century ago, commemorate the fine job they did, and resolve that we will do as well in meeting the needs of our times.

Happy centennial, Postal Bulletin—and many more to come!

WFBolger
William F. Bolger
Postmaster General

b. Postal Service Affixing Stamps. Request first-day cancellations from: Frances Perkins Stamp, Postmaster, Washington, DC 20013 (see POM 244.53). Requests must be postmarked no later than April 24, 1980. Remittance is required for the face value of each stamp.

Selected United States mint stamps will be available at the Philatelic Sales Branch, Washington, DC 20265 beginning April 9, 1980.

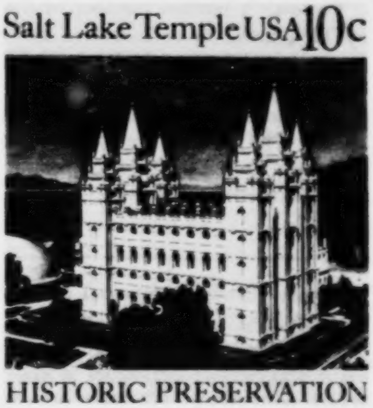
Supply. All post offices under the automatic distribution system will receive an initial supply of this stamp. Before requisitioning additional stamps **(item 480)**, consider that the stock should be depleted

Continued on p. 2

10-Cent Salt Lake Temple Commemorative Postal Card

Description. The 10-cent Salt Lake Temple commemorative postal card will be first placed on sale at Salt Lake City, UT 84119 on April 5, 1980.

Do Not Sell Before April 7, 1980



Copyright U.S. Postal Service 1980

Colors: Orange, green, blue, brown and black.
Size: 3½ x 5½.
Designer: Arnold Friberg

Collectors. Request first day cancellations from: Salt Lake Temple

Continued on p. 2

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Money Orders—U.S. Missing or Stolen	11	1
Political Mailings	4	3
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Pre-Employment Medical Provisions	6	1
Property Code Number Changes	4	1
Release of Information—Fees	5	2
Rural Route, Vacant Regular Listing No. 80–13	8	1
Third Class Carrier Route Presort	4	1
Vehicle Hire Contracts	9	1
ZIP Code Directory	5	2

U. S. GOVT. PUBLICATIONS DEPOSITORY 376
MAR 14 1980
NEWARK PUBLIC LIBRARY

P1.3:

Perkins—*Continued from p. 1 Col. 2*

prior to June 9, 1980, at all post office outlets—except designated philatelic windows and postal stores.

Post offices with 950 or more revenue units requiring additional bulk quantities: immediately requisition on Form 3356, *Stamp Requisition—Bulk Quantities,* from the Bureau of Engraving and Printing.

All post offices requiring additional stamps in less than bulk quantities, requisition on separate Form 17, *Stamp Requisition,* from stamp distribution office.

Panels. A limited number of 8½ by 11¼-inch commemorative series stamp panels will only be available through mail order from the Philatelic Sales Branch, Washington, DC 20265. The panels are printed on heavy art paper suitable for mounting.—*Customer Services Dept., 3-6-80.*

Temple—*Continued from p. 1 Col. 3*

Card, Postmaster, Salt Lake City, UT 84119. To eliminate the requirement for Postal Service personnel to apply return addresses, customers are requested to send self-addressed envelopes of an appropriate size or return address labels with their orders. Requests must be postmarked no later than April 5, 1980. Remittance is required for the face value of each card.

The Salt Lake Temple postal card will be available at the Philatelic Sales Branch, Washington, DC 20265, beginning April 7, 1980.

Supply. There will be an automatic distribution made only to philatelic centers. All post offices should order sufficient quantities of this postal card to meet anticipated local philatelic demand. Post offices requiring this card in quantities of 500, 1,000, 2,000, and 5,000, and multiples of 5,000 should immediately submit Form 3216, *Requisition for Postal Cards—Bulk Quantities,* (using **item no. 200**) to Postal Card Unit, Room 332A Government Printing Office, Washington, DC 20401. Requisitions for quantities of less than 500 may only be submitted to your stamp distribution office.—*Customer Services Dept., 3-6-80.*

Lobby Display Schedule for March

Displays in All Post Office Lobbies—All Classified Units

The following posters, notices and signs are mandatory for display in post office lobbies until notice is given to replace or remove them:

Title	*Issued*
Poster 103, *Postage Rates, Fees and Information*	June 1978.
Poster 7, *Rules and Regulations Governing Conduct on Postal Property*	October 1978.
Poster 74, *Packaging Pointers*	September 1978.
Notice 96, *Notice of Reward*	August 1977.
Poster 31-B (holding Consumer Service Cards)	February 1977.
Notice (unnumbered) announcing implementation of Letter Mail Dimensional Standards and surcharge on July 15	May 1979.
Your Federal Lawmakers	August 1979.

Rotating Displays—All Classfied Units (CAG A-G Offices)

The March schedule of lobby poster displays for post offices with 950 or more revenue units is listed in priority order below:

A=first priority, following mandatory displays; B=second priority, etc.

Priority	*Title*	*Poster No.*	*Post*	*Remove*
A	Winter Olympics Souvenir Folder.	425	January 25	Continuous display.
A	6th Ed., Stamps & Stories	415	Continuous display.	
A	1979 Mint Set	422	do	
A	Address the '80's	65	On receipt	June 13.
A	Banneker		Feburary 7	March 14.
A	Philatelic Letter Writing	427	February 15	March 17.
B	The Dollar of the Future		February 1	Continuous display.
B	Olympics (second poster)	423	Continuous display.	

Specialized Program Displays

Using the same priority system, main post offices and classified stations and branches designated to offer specific service or participate in specialized programs will display the following items until notice is given to replace or remove them:

A	Clear Plastic Screenline Displays: '79 Mint Set; 6th Ed. Stamps & Stories; Collecting Kits, 1980 ZIP Code Directory.
A	Poster 31-A (Feb. 1977) or 31-E (May 1978)—Spanish language editions of Posters 31-A & B available as 31-G & D respectively.

—*Delivery Services Dept., 3-6-80.*

Consumer's Resource Handbook

The Postal Service participated with the U.S. Office of Consumer Affairs in publication of a *Consumer's Resource Handbook.* The handbook was developed to help consumers resolve their complaints about goods and services, both inside and outside of government.

In March the Government Printing Office will distribute two copies to all postmasters for their use as a *reference document* in handling consumer inquiries. In addition, 500 copies of the *Consumer's Resource Handbook* will be sent to each of the 100 largest post offices for use in stations and branches and for free public distribution.

When the supply of this one-time distribution is exhausted at the 100 largest offices, and when inquiries are made at any other offices, customers should be informed that single free copies of the handbook may be ordered from the Consumer Information Center, Department 532G, Pueblo, Colorado 81009.—*Customer Services Dept., 3-6-80.*

DAILY BULLETIN
OF
ORDERS AFFECTING THE POSTAL SERVICE.

VOL. 1. POST OFFICE DEPARTMENT, WASHINGTON, D. C., MARCH 4, 1880. NO. 1.

POST OFFICES ESTABLISHED

FLORIDA.

Lake Jessup, Orange Co., Route 16198, re-established.

ILLINOIS.

Sepo, Fulton Co., Route 23198, bet. Havana, 5 ms. S. E., and Lewistown, 5 ms. N. W.

Dearborn, Putnam Co., Route 23450, bet. College Hill, 2 ms. N. W., and Clear Creek, 2 ms. S. E.

Gaff, Douglas Co., Route 23484, bet. Fuller's Point, 5 ms. S. W., and Arthur, 5 ms. N.

INDIANA.

Syria, Orange Co., Route 22131, bet. Paoli, 7 ms. S. W., and Livonia, 8 ms. S. E.

IOWA.

Ayer's Groove, Polk Co., Route 27552, bet. Turner's Lake, 3½ ms. N. W., and McDevitt's Groove, 6 ms. S. E.

Enon, Monroe Co., Route 27138, bet. Hummaconna, 4 ms. N. E., and Moravia, 5 S. W.

Tibbollville, Shelby Co., Route 27520, bet. Botna, 7 ms. N. E., and Harlan, 14 ms. S. W.

NEW YORK.

Fort Covington Centre, Franklin Co. —special—re-established.

PENNSYLVANIA.

Hookes, York Co , Route 10020, bet. Glenville, 2 ms. N. E., and Eichelberger, 2 ms. S.

SOUTH CAROLINA.

Wampee, Horry Co., Route 1413, bet. Nixonville, 9 ms. W., and Little River, 9 ms. S. E.

VIRGINIA.

St. Catharine, Caroline Co., Route 11122, bet. Bowling Green, 4 ms. N., and Wright's store, 4 ms. S.

POST OFFICE NAMES CHANGED.

DAKOTA.

Alexander, Hanson Co., to "Alexandria."

MICHIGAN.

Centre, Eaton Co., to "Hoytville."

POST OFFICE SITES CHANGED.

MINNESOTA.

Providence, Sac-qui-Parle Co., to 2¾ ms. N. E.

Prosper, Fillmore Co., to ½ m. N., at Railroad Station.

MISSOURI.

Twelve Mile, Madison Co., to 1½ ms. S. W.

POST OFFICES DISCONTINUED.

PENNSYLVANIA.

Painter's Bridge, Chester Co. Papers to Thornbury.

MAIL MESSENGER SERVICE ESTABLISHED.

CONNECTICUT.

Norwich Town from Railroad. 12 times a week, from March 1, 1880. This service to be to and from trains, the carrier for the latter service being furnished by the R. R. Co.

FLORIDA.

McCrab, Lafayette Co., from Steamboat Landing. 1 m., 2 times a week.

ILLINOIS.

St. Louis, Mo., to Duquoin. Extend runs to end at Benton, Ill., 20 ms. further.

NEW JERSEY.

Jersey City from Railroad Station. Omit service between Post Office and Station A. Messenger to perform one additional trip between the Penn. and the N. Y., Lake Erie and Western Railroad depots, and one additional trip between Jersey City and N. Y. Post Office, from March 5, 1880,

MAIL MESSENGER SERVICE DISCONTINUED.

CONNECTICUT.

Bridgeport, from East Bridgeport, from Sept: 14, 1879.

IOWA.

Wyoming, from Onslow, from Sept. 30, 1879.

SPECIAL SERVICE ESTABLISHED.

IDAHO.

Sublett, Cassio Co., from Albion, 24 ms.

PENNSYLVANIA.

Blackburn, Westmoreland Co., from West Newton, 2½ ms.

Barintz, Cumberland Co., from Mount Holly, 2½ ms.

SPECIAL SERVICE DISCONTINUED.

MARYLAND.

Gist, from Freedom, from March 5, 1880.

PENNSYLVANIA.

Albert's—Mosehead.

UTAH.

Dover and Fayette.

ROUTE SERVICE ESTABLISHED.

IOWA.

Route 27055. Red Oak—Griswold. Mails by Chicago and Quincy Railroad Company, from Red Oak via Elliott to Griswold, 18 ms. and back, 6 times a week, or oftener, as trains may run, from March 16, 1880.

Route 27552. Des Moines—Towner Lake From Des Moines, by McDevitt's Grove, to Towner Lake, from Oct. 1, 1879, to June 30, 1880.

MARYLAND.

Route 10169. Westminster — Freedom. From March 6, 1880, change route to run from Westminster, by Bird Hill and Louisville, to Freedom and back by Gist and Smallwood to Westminster.

NEW YORK.

Route 6706. North Wolcott—Reed Creek. Change route to end at Wolcott, omitting Red Creek, from March 8, 1880.

ROUTE SERVICE DISCONTINUED.

NEW YORK.

Route 6247. Plattsburgh—Burlington. From Dec. 2, 1879.

CHANGE IN SCHEDULES.

MAINE.

Route 161. Kenduskeag—Corinth.
Leave Kenduskeag, &c. daily at 5.30 P. M., or on arrival of train.
Arrive at Corinth by 7 P. M.
Leave Corinth daily, &c., at 6 A. M.
Arrive at Kenduskeag by 7.30 A. M.

NEW HAMPSHIRE.

Route 1158. Lyme Centre—East Thetford.
Leave Lyme Centre daily, &c., at 6 A. M., or in season to connect with train.
Arrive at East Thetford by 12.10 P. M.
Leave East Thetford daily, &c., at 2.27 P. M.
Arrive at Lyme Centre by 3.25 P. M.

PENNSYLVANIA.

Route 8750. Industry to Harshaville.
Leave Industry daily, except Sunday, at 1 P. M.
Arrive at Harshaville by 4 P. M.
Leave Harshaville, except Sunday, at 8 A. M.
Arrive at Industry by 11 A. M.

MARYLAND.

Route 10201. Offutt's Cross Roads to Rockville.
Leave Offutt's Cross Roads Tuesdays Thursdays, and Saturdays at 5.30 A. M.
Arrive at Rockville by 6.45 P. M.
Leave Rockville Tuesdays, Thursdays and Saturdays, or on arrival of trains from Washington at 10.15 A. M.
Arrive at Offutt's Cross Roads by 12 M.

WISCONSIN.

Route 25210. Ashford to Campbellsport.
Leave Ashford Tuesdays, Thursdays, Saturdays at 3 P. M.
Arrive at Campbellsport by 4.45 P. M.
Leave Campbellsport Tuesdays, Thursdays, and Saturdays at 12 30 P. M.
Arrive at Ashford by 2.30 P. M., connections to be made with mails by railroad.

MISSOURI.

Route 28267. Savannah to Grant City.
Leave Savannah Tuesdays, Thursdays, and Saturdays at 7 A. M.
Arrive at Savannah Tuesdays, Thursdays, and Saturdays by 5.30 P. M.
Leave Savannah Mondays, Wednesdays, and Fridays at 8 A. M.
Arrive at Grant City by 5.30 P. M.
Leave Grant City Tuesdays, Thursdays, and Saturdays at 8 A. M.
Arrive at Savannah Tuesdays, Thursdays and Saturdays, by 2.30 P. M.
Leave Savannah Mondays, Wednesdays, and Fridays at 7 A. M.
Arrive at Savannah Mondays, Wednesdays, and Fridays by 5 P. M.

Route 28183. New Hartford to Bowling Green.
Leave New Hartford daily, except Sunday, at 7.30 A. M., R. R. time.
Arrive at Bowling Green daily, except Sunday, by 11 A. M.
Leave Bowling Green daily, except Sunday, at 2 P. M.
Arrive New Hartford daily, except Sunday, by 5.30 P. M.

POST OFFICE DEPARTMENT,
OFFICE GENERAL SUPERINTENDENT RAILWAY MAIL SERVICE,
Washington, D. C., March 4, 1880.

The foregoing is published for the information and guidance of Postmasters and officers and employees of the Postal Service.

W. B. THOMPSON,
General Sup't Railway Mail Service.

Third-Class Carrier Route Presort

This will clarify previous POSTAL BULLETIN notices regarding the placement of the *Carrier Route Presort* endorsement on the mailing piece. Specifically, customers have raised two questions:

1. Must a blank line be left between the *Carrier Route Presort* endorsement and the first line of the address on the address label?
2. Can the word *Presort* be abbreviated since some label printing equipment has a 23-character per line limitation?

A blank line is preferred between the *Carrier Route Presort* endorsement and the first line of the address, but it is not mandatory. In addition, the word *Presort* may be abbreviated as *Sort*. The *Carrier Route Presort* endorsement may be incorporated in the permit indicia or it may be printed or rubber stamped above the address in the area to the left or below the permit indicia if it is not printed on the address label. If the *Carrier Route Presort* endorsement is included on an address label, the permit imprint may be the same as that used for regular bulk third-class mailings.

Below are examples of the *Carrier Route Presort* endorsement which are acceptable as well as the locations where the endorsements may appear on the address labels of pieces which are part of a third-class carrier route presort mailing.

CAR–RT SORT **CR 22 Resident 1300 Waterford Drive District Heights, MD 20028	Carrier Route Presort **CR 22 Resident 1300 Waterford Drive Districts Heights, MD 20028
CAR–RT SORT **CR 22 Resident 1300 Waterford Drive District Heights, MD 20028	Carrier Route Presort **CR 22 Resident 1300 Waterford Drive District Heights, MD 20028
CAR–RT SORT **LS 0101 24632176190 BC 789 Resident P.O. Box 961 New York, NY 10001	Carrier Route Presort **CR 22 Resident 1300 Waterford Drive District Heights, MD 20028
CAR–RT SORT **LS 0101 24632176190 BC 789 Resident P.O. Box 961 New York, NY 10001	Carrier Route Presort **CR 22 Resident 1300 Waterford Drive District Heights, MD 20028

—*Rates & Classification Dept., 3–6–80.*

Property Code Number Changes

Fiscal Handbook F–43, *Property Code Numbers*, was revised November 15, 1979 and provides space at the bottom of each page for temporarily recording new PCN additions, changes and deletions until the affected pages are reprinted. In order to keep the handbook current, make the following changes in each of the three sections; *PCN Numeric, Budget Index Code* (BIC) and *Alphabetical Sequence*.

Change Action	Class	BIC	Property Code No.	Commitment Account No.	Service Life	Description
Addition	A	2LB	2509. 03	86532	10	Machine Cutter Cable
"	A	2LA	3732. 10	86532	10	Analyzer Spectrum
"	A	3TY	3998. 32	86533	8	ADP Eq. Card Sorter
"	B	1RB	8515. 03	86531	10	Cafe Eq. Fryer Deep Fat Gas
"	B	2DK	9905. 23	86232	15	Flat Sorter MPFSM

—*Finance Dept., 3–6–80.*

Political Mailings

A. Mailing Period. Between now and the general election on November 4, 1980, the Postal Service will be called upon to accept and deliver numerous large political mailings. These mailings will be made by individual candidates, as well as by local, state, and national campaign organizations.

B. Informing Mailers

1. When dealing with potential mailers of political campaign material, Postal Service personnel should stress that mail must be deposited as early as possible before election day to ensure delivery before the election.

2. Experience shows that if all mailers are informed fully of postal requirements—and assured of equal and proper handling of their mailings—there will be no cause for criticism.

C. Mail Processing. All political campaign mailings must be processed promptly and delivered with equal care and attention. To support this policy:

1. Each Regional Postmaster General must designate a district director for Customer Services with the statewide responsibility for proper liaison with all candidates and election committees and insure that proper contacts are made with candidates.

2. Postmasters should be aware of potential campaign mailing activities in their areas, arrange meetings with candidates and committees to discuss general mailing plans, and inform them of proper postal procedures, especially for third-class bulk mailings.

3. All Postal Service personnel must:

a. Apply the same diligence in handling political campaign mail originating with candidates and campaign organizations as in handling mail addressed to those candidates and organizations.

b. Give immediate attention to any reported delay in the processing of such mail and document all such complaints and action taken.

D. Required Records. Detailed records provide the basis for a documented explanation of any complaints alleging improper handling of this mail. Thus, postmasters should make a record of each contact made

Continued on p. 5

International First Flight Cachet

On or after April 6, 1980, Lufthansa Airlines will begin first flight service between New York, N.Y., and Dusseldorf, Germany, with Flight LH 409.

Official cachet and philatelic treatment are authorized as outlined in POSTAL OPERATIONS MANUAL 244.63.

To prepare and send covers for official philatelic treatment for this service, observe the following procedures:

1. All covers must be addressed.
2. Applicable rate of postage per cover is 31 cents per half ounce.
3. A clear space, 2½ by 2½ inches, on the lower portion of the envelope and to the left of the address, must be allowed for the cachet.
4. An additional clear space of 1½ inches must be provided to the left of the inner most stamp to permit a clear postmark.
5. Include in each envelope a uniform enclosure of the approximate thickness of a postal card to assure a good impression.
6. Enclose the prepared covers in another envelope and address as follows:

Cachets to be applied by	*Send Covers to*
New York City Post Office	Postmaster General Post Office New York, NY 10001
United Nations Post Office	Superintendent United Nations Post Office Room 1-B-6 United Nations Headquarters New York, NY 10017
Kennedy International Airport Mail Facility	Philatelic Mail Clerk Airport Mail Facility Kennedy International Airport Jamaica, NY 11430

Covers sent through the United Nations Post Office must bear U.N. (not United States) postage.

7. Endorse the lower left corner of the outer envelope containing the covers with the words *First Flight Covers* for easy identification.
8. The covers should be mailed to reach the office applying the cachet no later than three days prior to the scheduled date of the flight.

ASM & DMM Revision

Release of Information—Fees

Note: Express Mail receipts have been included in item d below.

Charges for the release of USPS information, records, and documents should be as follows:

a. Change of address: $1.00.

b. Photocopies of money orders: 30 cents.

c. Return receipts requested after mailing for mail which is sent COD, certified, registered, or insured: $2.10.

d. Copies of domestic delivery records for articles sent registered, insured, certified, COD, or Express Mail: $1.00.

e. Inquiries on international registered or insured mail: 35 cents.

f. Lists of those persons who do not desire to receive sexually oriented advertising (SOA): according to DOMESTIC MAIL MANUAL (DMM) 123.54.

g. Freedom of Information requests for any information not listed above: according to ADMINISTRATIVE SUPPORT MANUAL (ASM) 352.6.—*Records Officer, 3-6-80.*

ZIP Code Directory

The expanded 9-digit program will not affect the publication of the 1981 *National ZIP Code and Post Office Directory.* The directory will be printed as usual for distribution early in 1981.—*Delivery Services Dept., 3-6-80.*

9. Aerogrammes and postal cards will not be accepted.

Covers bearing previous postmarks and those not properly prepared in accordance with these instructions will not receive cachets or cancellations.

There will be a limit of 50 covers per customer.—*Customer Services Dept., 3-6-80.*

Continued from p. 4

with potential mailers of political campaign material and a general summary of the information provided to these mailers. In addition, postmasters must keep documented records of any political campaign mailings either deposited at their offices or received for delivery which were too late for delivery. At a minimum, each documented record should include:

1. Name of mailer.
2. Date and time received for dispatch.
3. Date and time received for delivery.
4. Approximate number of any pieces not delivered before primary or general election day, and the reasons why.

E. Disclosure of Information. Answer requests for information from Postal Service records concerning political mailings as provided in regulations implementing the Freedom of Information Act. For example, it is permissible to disclose mail volumes as shown on Form 3602, *Statement of Mailing Matter with Permit Imprints,* or the names of holders of particular permit imprint or postage meter permits. However, it is not permissible to disclose amounts in trust fund accounts or meter settings. Information which is not regularly compiled for Postal Service use should not be compiled in response to requests. In the event of uncertainty as to the disclosure of information concerning political mailings, regional counsel should be consulted.

F. References. For more details about political campaign mail, see POSTAL OPERATIONS MANUAL 454. For more details about the Freedom of Information Act, see ADMINISTRATIVE SUPPORT MANUAL 352.—*Customer Services Dept., 3-6-80.*

WE HAVE MAILBAGS, MANY, 'TIS TRUE:
BUT TO GET THEIR FULL USE DEPENDS
SOLELY ON YOU.

PRE-EMPLOYMENT MEDICAL PROVISIONS

Certain medical provisions relating to functional job requirements, environmental factors, and job descriptions used in hiring employees are being updated and standardized. These provisions will appear in a revision to Handbook P-11, *Personnel Operations,* to be distributed in a few months.

All selected eligibles for postal employment, regardless of duration or type of appointment, must receive pre-employment medical examinations to determine whether they meet the medical requirements of the Postal Service. These examinations are made by a USPS Medical Officer or a contract physician. When a private physician must be used because of location, Form 2485, *Certificate of Medical Examination,* is furnished by the hiring official. The medical requirements on Form 2485 are used by all Medical Officers, contract physicians, and private physicians for all pre-employment medical examinations. Part I of Form 2485 must be fully completed by the hiring official.

The cost of a pre-employment medical examination conducted by a private physician is borne by the prospective appointee. Examinations by medical officers or Federal medical officers are conducted at no expense to the individual.

Information from Hiring Official

Documents provided to physician performing examination:

1. Form 2485, *Certificate of Medical Examination.*

2. Position description.

3. Summary of applicant's employment history, prior service, etc., which could bear on the medical recommendations.

4. Relevant medical records.

a. If conducted by a USPS Medical Officer or contract physician, relevant medical records (from Veterans' Administration, for instance) should be requested in time to permit review by the examining physician.

b. VA or other relevant records are not made available to a private physician. The appointing official secures such records and sends them to the Medical Officer with the result of the examination, along with completed Forms 2485 and 2591, *Application for Employment,* and any other information which bears on medical suitability. If the postal installation has no personnel office, the records should be sent to the MSC responsible for transmittal to the Medical Officer. Confidentiality of medical information is of the utmost importance.

Determining Suitability

1. When a group of applicants are considered for appointment, the nonmedical suitability factors should be determined early enough to allow pre-employment physical examinations to be scheduled.

2. Final medical suitability determination is made only when an actual job offer is made. A medical examination is unnecessary if an applicant is considered unsuitable for other reasons.

Medical Records

1. All pre-employment medical examinations performed by private physicians (at no expense to the Postal Service) are reviewed by a USPS Medical Officer, or contract designee. When a physician is not available, a USPS nurse may review the examination form for completeness. These reviews must be conducted before appointment to a postal position.

2. Medical records from outside agencies which form the basis for a determination of suitability must be current, preferably based on a medical examination completed within the preceding twelve months.

3. Determination of medical unsuitability must be fully documented and based, as far as possible, on objective clinical indications or laboratory results. Each recommendation of medical unsuitability must include:

a. Description of applicant's specific physiological and/or psychological disability in lay terms.

b. Discussion of the specific requirements of the position which the applicant could not meet. Direct connection between the applicant's disability and specific job requirements that form the basis for unsuitability.

4. When the pre-employment medical examination reveals a medical or health problem of which the applicant is not aware, the examining physician should discuss the problem with the applicant and recommend that a personal physician be contacted for treatment, and record that recommendation.

5. Only in cases of severe psychiatric disability or serious medical or surgical condition, where release of medical diagnosis to the applicant could be injurious to the applicant's health, is the requirement for documentation waived.

6. Every effort should be made to recognize the capabilities of handicapped applicants and, where they are medically unsuitable for a position, to recommend them for consideration for other positions which they could perform without physical limitations.

Appointing Officials' Responsibilities

1. An appointing official's decision not to make an appointment because of medical reasons must be based on a determination of medical unsuitability by the examining or reviewing medical officer. If the appointing official wishes to take a course of action contrary to the determination of the examining or reviewing medical officer, and the matter cannot be resolved locally, the case may be sent through channels to the Regional General Manager, Employee Relations Division, for further medical review by the Regional Medical Director. Copies of all medical records involved must be sent directly from the medical officer to the Regional Medical Director.

2. Waivers may be considered (see Section 321.84 of TL-5 of P-11) when determining the suitability of otherwise eligible applicants, given full consideration to employment of the severely handicapped. The following factors should be considered in making a decision to waive physical requirements:

a. Past employment records.

b. Muscular residual power, especially in shoulder and hip.

c. Coordination of movement, body equilibrium and sense of security.

d. Endurance.

e. Effectiveness of any artificial aids.

f. Working environment under consideration.

g. Whether the duties would be hazardous to the individual or others. When physical requirements are waived, the appropriate handicap code should be recorded on the accession Form 50, and the waiver fully documented by memorandum. This memorandum should be filed in the OPF and the medical unit.

Special Hiring

1. The Postal Service gives preference to eligible veterans. VA medical records must be made available to the examiner for *disabled veterans* applicants before the examination. No disabled veteran applicant will be appointed until VA medical records have been completely reviewed, a current medical examination scheduled where necessary, and the medical suitability recommendation has been received. A completed Form 2485 is required in all cases.

2. There is a special eligibility register of applicants certified by state vocational rehabilitation agencies as *severely handicapped* from which appointments to casual positions are made. After successful completion of two 90 day casual appointments these employees may be converted to career.

3. Hiring individuals with a history of *drug abuse* are covered in 315 of the current (TL-5) issue of P-11. No individual under treatment for drug abuse will be appointed.

4. Decisions on *reinstatement* eligibility are made by the appointing official and are final. They are not subject to appeal. The medical requirements apply to reinstatements as well as all other appointments. Medical requirements will apply for re-employment of individuals on disability compensation. The authority to waive medical requirements exists. The Office of Workers' Compensation Programs (OWCP) makes referrals of current and former postal employees who are candidates for re-employment.

Work Limitation Tolerance

1. The individual's physician furnishes OWCP with a definitive medical summary, clearly documenting the medical limitations that must be accommodated. The OWCP District Medical Director evaluates the work limitation tolerances submitted by the physician of record, and upon concurrence, refers them to the USPS for consideration.

2. USPS Medical Review—re-employment medical examination.

a. The Medical Officer evaluates medical records referred from the OWCP district offices.

b. A complete medical examination, paid for or provided by USPS, is required by the appointing official. The results of the examination are to be recorded on Form 2485.

c. The Medical Officer concurs with the OWCP documented medical limitations, or further restricts the former employee's work limit tolerances as provided on the OWCP form. The Medical Officer cannot liberalize the limitations tendered by the OWCP district offices.

3. Special Considerations. An individual referred for re-employment consideration by OWCP may have some degree of co-existing disability not caused by or related to the original job injury or disability. The USPS Medical Officer should examine for any such medical condition that might prevent the individual from performing the duties of the position for which the individual is being considered.

The USPS Medical Officer evaluates all co-existing disabilities and includes their potential impact in the recommendations for re-employment to the appointing official.

The USPS Medical Officer is responsible for assigning the correct handicap code (defined in P-11, Chapter 6) for all former employees who have some residual handicap.—*Employee Relations Dept., 3-6-80.*

Keep
aisles
clear

VACANT REGULAR RURAL ROUTES LISTING NO. 80–13

The vacant rural routes listed below will be posted for bid in accordance with the USPS–NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this POSTAL BULLETIN. Those rural carriers having special bidding rights as defined in the USPS–NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
CENTRAL REGION					
Illinois	South Elgin	60177	01	46:25 (46H)	22.10
	Plainfield	60544	05	41:30 (42H)	25.80
	Rankin	60960	02	41:06 (41S)	106.75
	Canton	61520	02	43:24 (43H)	62.20
	....do	61520	04	47:30 (44J)	57.30
	Peoria	61601	04	44:36 (45H)	26.05
	Delavan	61734	01	39:13 (39S)	67.56
	Oakwood	61858	01	42:36 (43H)	62.65
	Lovington	61937	01	37:41 (38S)	82.00
	Charleston	61920	05	34:52 (35A)	20.35
	Jacksonville	62650	01	50:35 (46J)	77.55
Indiana	Alexandria	46001	03	41:31 (42H)	50.70
	Huntington	46750	07	43.22 (43H)	60.70
	Columbus	47201	04	47:31 (44J)	44.43
	Madison	47250	02	43:56 (44H)	82.26
	Monticello	47960	05	44:07 (44H)	63.90
Iowa	Hastings	51540	01	42:32 (43H)	99.40
Kansas	Tampa	67483	01	28:00 (28S)	84.10
Kentucky	Willisburg	40078	01	31:14 (31S)	82.30
	Shelbiana	41652	01	45:29 (42J)	44.70
Minnesota	Kellogg	55945	01	46:25 (46H)	103.65
	Belle Plaine	56011	02	43:08 (43H)	93.60
	Waseca	56093	04	44:24 (44H)	81.40
	Georgetown	56546	01	45:15 (41J)	128.20
	Perham	56573	01	51:27 (43K)	112.40
Missouri	St. Charles	63301	04	50:49 (42K)	50.05
	La Belle	63447	01	39:03 (39S)	87.05
	Doniphan	63935	01	47:21 (43J)	69.50
	Bland	65014	01	37:32 (38S)	88.15
North Dakota	Milnor	58060	03	45:00 (41J)	133.80
Ohio	Fredericktown	43019	04	40:15 (40H)	30.31
	Granville	43023	03	40:27 (40H)	34.90
	Zanesville	43701	13	38:05 (38S)	46.85
	Gates Mills	44040	02	42:51 (43H)	25.25
	Chillicothe	45601	08	48:59 (45J)	36.87
	Hartville	44632	02	45:31 (42J)	24.45
South Dakota	Jefferson	57038	02	41:57 (42H)	67.65
	Platte	57369	02	39:55 (40S)	120.00
Wisconsin	Alma	54610	02	46:34 (43J)	97.80
EASTERN REGION					
New Jersey	Stockton	08559	02	41:01 (41H)	47.10
New York	Nunda	14517	01	41:27 (41S)	68.90
Pennsylvania	York	17315	17	47:43 (44J)	15.80
Virginia	Williamsburg	23185	02	51:12 (43K)	37.50
	Abingdon	24210	02	45:47 (46H)	55.50
	Max Meadows	24360	02	49:13 (45J)	67.40
NORTHEAST REGION					
Massachusetts	Sterling Junction	01565	02	45:07 (45H)	44.10
SOUTHERN REGION					
Alabama	Vinemont	35179	02	39:14 (39S)	53.20
	Millport	33576	02	35:36 (36S)	85.85
	Horton	35980	02	50:27 (42K)	88.95
	Columbia	36319	01	39:25 (39S)	97.05
	Midland City	36350	02	41:43 (42H)	64.00
	Theodore	36582	07	40:16 (40S)	20.10
	Wilmer	36587	04	35:60 (36S)	44.40
	Mobile	36608	08	42:26 (42S)	29.30
	....do	36609	10	41:45 (42S)	45.35
Arkansas	Emerson	71740	01	33:52 (34S)	88.70
	Vilonia	72173	01	44:08 (44H)	86.10
	Heber Springs	72543	01	50:55 (42K)	88.70
Florida	Astor	32062	01	42:17 (42H)	60.80
	Panama City	32401	02	36:56 (37S)	34.85
	....do	32401	03	45:55 (46H)	113.10
	....do	32401	06	42:25 (42S)	63.75
	Bonifay	32425	02	39:29 (39S)	83.70
	Graceville	32440	01	50:57 (42K)	132.75
	Leesburg	32748	12	47:59 (40K)	48.65
	Clearwater	33515	07	40:44 (41H)	20.50
	Lutz	33549	16	42:09 (42H)	30.85
Georgia	Douglasville	30134	09	47:00 (43J)	37.35
	Griffin	03223	04	54:43 (46K)	72.60
	Baldwin	30511	01	35:52 (36S)	58.06
	Hull	30645	01	47:44 (44J)	76.75
	Evans	30809	01	49:18 (45J)	51.10
	Warrenton	30828	02	41:02 (41S)	95.70
	Valdosta	31601	03	44:00 (44H)	99.65
	Albany	31706	02	44:00 (44H)	84.00
Louisiana	Denham Springs	70726	05	53:53 (45K)	33.50
Mississippi	Canton	39046	01	42:46 (43H)	100.63
	Greenville	38701	01	44:32 (45H)	95.65
	Raleigh	39153	01	40:51 (41S)	79.00
	Vaughan	39179	01	45:57 (46H)	105.10
	Yazoo City	39194	03	45:16 (45H)	93.90
North Carolina	Rocky Mount	27801	04	46:57 (43J)	58.65
	Elm City	27822	02	44:54 (45H)	71.65
	Windsor	27983	04	41:24 (41S)	64.35
	Cherryville	28021	01	41:56 (42H)	64.00
	Lincolnton	28092	02	45:49 (46H)	68.00
	Carthage	28327	04	47:29 (40K)	48.00
	Clinton	28328	04	48:48 (45J)	83.00
	Lumberton	28358	07	54:26 (46K)	65.00
	North Wilkesboro	28659	06	49:34 (45J)	45.00
	West Jefferson	28694	01	37:08 (37S)	46.00
	Jacksonville	18540	01	51:35 (43K)	52.45
Oklahoma	Ninnekah	73067	01	44:53 (41J)	108.80
	Kingfisher	73750	03	48:25 (44J)	74.35
	Stroud	74079	02	36:08 (35S)	92.70
	Caddo	74729	02	43:11 (43S)	117.10
South Carolina	Sumter	29150	05	46:18 (46H)	68.30
	Union	29379	01	44:57 (45H)	81.98
	....do	29379	03	43:46 (44H)	61.81
	Lake View	29563	01	44:57 (45H)	80.70
	Florence	29501	06	43:09 (43H)	42.20
	Myrtle Beach	29577	01	47:02 (43J)	20.65
Tennessee	Christiana	37037	02	37.31 (38S)	92.35
	Mt. Juliet	37122	03	43:31 (44H)	65.15
	Ooltewah	37363	05	43:26 (43H)	27.35
	Church Hill	37642	02	45:05 (45H)	64.25
	Cosby	37722	02	43:15 (43H)	73.80
	Lake City	37769	02	54:43 (46K)	54.65
	Louisville	37777	02	49:45 (46J)	39.05
	Maryville	37801	06	53:15 (44K)	71.55
	....do	37801	08	45:49 (46H)	39.75
	New Tazewell	37825	02	33:27 (33S)	57.50
	Oliver Springs	37840	01	45:40 (46H)	50.65
	Surgoinsville	37873	02	41:48 (42H)	68.05
	Henderson	38340	03	45:04 (45H)	87.40
	Huntingdon	38344	01	41:50 (42H)	78.15
	Lynnville	38472	02	41:56 (42H)	86.70
Texas	Waxahachie	75165	04	41:44 (42H)	76.60
	Paris	75460	04	33:58 (34S)	73.00
	Lufkin	75901	05	45:08 (41J)	55.95
	Nacogdoches	75951	09	49:59 (42K)	46.00
	Burlington	76519	01	32:45 (33S)	69.70
	Buna	77612	03	37:09 (37S)	48.70
	Groesbeck	77642	01	26:32 (27S)	82.65
	George West	78022	01	54:48 (46K)	156.75
WESTERN REGION					
California	Alpine	92001	05	38:50 (39H)	25.55
	Hanford	93230	02	49:59 (46J)	62.70
	Bakersfield	93302	06	50:18 (42K)	80.43
	Modesto	95351	11	35:52 (36H)	40.00
Colorado	Boulder	80301	01	45:51 (46H)	34.60
	Golden	80401	04	51:45 (43K)	102.50
	Evergreen	80439	10	35:05 (35H)	37.70
Idaho	Boise	83707	96	41:32 (42H)	34.85
	....do	83707	98	42:50 (43H)	30.80
Nevada	Reno	89511	02	47:34 (40K)	45.20
Utah	Smithfield	84335	01	39:35 (40S)	71.20
Washington	Silverdale	98383	01	41:05 (41H)	23.45
	Tieton	98947	01	39:20 (39S)	45.60

*The "Route Classification and Evaluation" published in this POSTAL BULLETIN may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

—Labor Relations Dept., 3–6–80.

VEHICLE HIRE CONTRACTS

POSTAL BULLETIN 21226, 1–3–80, did not explain preparation requirements and mailing instructions relative to unpunched Forms 1804–B *Postmaster's Certification of Vehicle Hire.* Therefore, the following should clarify procedural requirements when an unpunched Form 1804–B is prepared. The vehicle hire contracts affected are regular, park and loop, standby, and Christmas.

An unpunched Form 1804–B is used to establish a new vendor or emergency service by entering the following data (see example below):

a. Type of vehicle (2 digits).

b. Social security or employer tax number including dashes.

c. Post Office finance number (6 digits).

d. Type of service (1 digit).

e. Expiration date of contract (6 digits).

f. Contract number (ES for emergency service).

g. Name of contractor (2 initials plus last name or full company name).

h. Address.

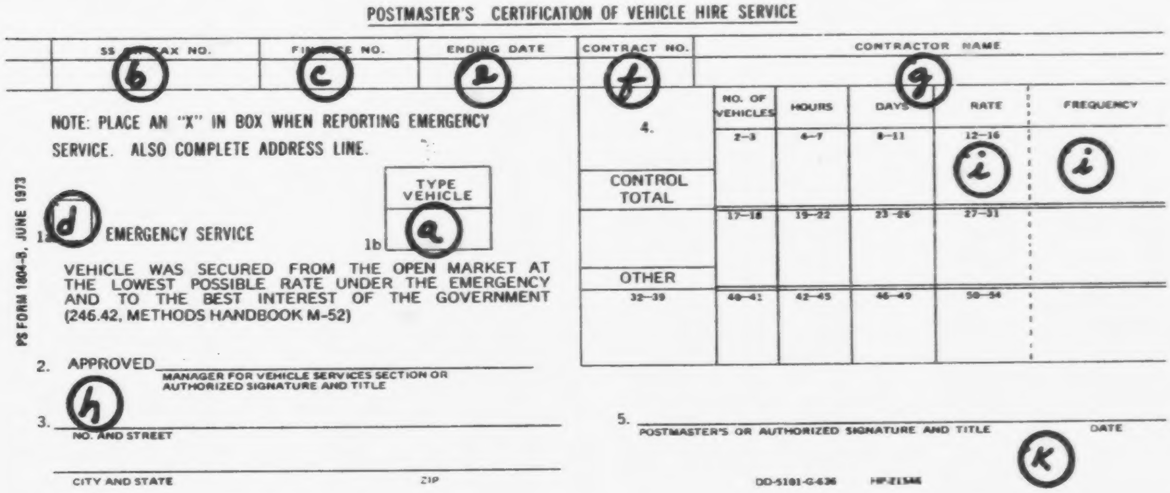
i. Rate and frequency (5 digits plus 1 alpha). If not an hourly or daily rate, enter 5 zeroes in the rate field plus an X in the frequency column.

j. No more than two (2) rates may be coded on the same card. A separate card must be submitted for each type of vehicle.

k. Contract amount (not to exceed 8 digits) should appear in the bottom right margin.

The completed form should be mailed to:

Contractual Services Branch
St. Louis Postal Data Center
P.O. Box 14421
St. Louis, MO 63180



POSTMASTER'S CERTIFICATION OF VEHICLE HIRE SERVICE

SS OR TAX NO.	FINANCE NO.	ENDING DATE	CONTRACT NO.	CONTRACTOR NAME
ⓑ	ⓒ	ⓔ	ⓕ	ⓖ

NOTE: PLACE AN "X" IN BOX WHEN REPORTING EMERGENCY SERVICE. ALSO COMPLETE ADDRESS LINE.

1a ⓓ EMERGENCY SERVICE

1b TYPE VEHICLE ⓐ

VEHICLE WAS SECURED FROM THE OPEN MARKET AT THE LOWEST POSSIBLE RATE UNDER THE EMERGENCY AND TO THE BEST INTEREST OF THE GOVERNMENT (246.42, METHODS HANDBOOK M-52)

PS FORM 1804-B, JUNE 1973

2. APPROVED ____ MANAGER FOR VEHICLE SERVICES SECTION OR AUTHORIZED SIGNATURE AND TITLE

3. ⓗ ____ NO. AND STREET

____ CITY AND STATE ZIP

4.	NO. OF VEHICLES	HOURS	DAYS	RATE	FREQUENCY
	2–3	4–7	8–11	12–16 ⓘ	ⓘ
CONTROL TOTAL	17–18	19–22	23–26	27–31	
OTHER 32–39	40–41	42–45	46–49	50–54	

5. ____ POSTMASTER'S OR AUTHORIZED SIGNATURE AND TITLE DATE

ⓚ

DD-5101-G-636 HP-21546

—*Finance Dept., 3–6–80.*

POST OFFICE CHANGES NO. 12

(Supplemental to 1980 National ZIP Code and Post Office Directory.)

Abbreviations: B=Branch. C=City Delivery. Conv.=Converted. CPO=Community Post Office. Disc.=Discontinued. Estab.=Established. F=Finance. Fac.=Facility. I=Independent Post Office. IC=independent City. MOU=Money Order Unit. MPO=Main Post Office. MR=Mailing Restrictions (from Part 125 DMM) apply. NP=Nonpersonnel. NZCD=National ZIP Code and Post Office Directory. P=Postal facility discontinued, name retained for address purposes. Resc.=Rescinded. S=Station. x=Classified. (Contract stations and branches do not have the symbol "x" following the symbol of type of installation.)

Symbols: (1)=Officially closed on date shown. Notice is for administrative record purposes. (2)=Officially established on date shown. Notice is for administrative record purposes. (3)=All services previously terminated. Date shown is official discontinued date for administrative purposes.

State	Name of post office	County/parish	Name of station, branch, or unit	Type S/B	ZIP Code	Change action	Effective date	Explanation of change
IL	Berwyn	Cook	Stickney	B	60402	Add	1- 1-80	B estab. (2)
IL	Riverside	do	North Riverside	Bx	60546	Add	11-11-78	Bx estab. (2)
IL	Ottawa	LaSalle	Southtowne	S	61350	Add	3-20-80	S estab. (2)
IA	Corydon	Wayne	Cambria	CPO	50045	Delete	3-1 -80	CPO & ZIP Code disc. (1)
IA	Jamaica	Guthrie	Herndon	CPO	50121	Delete	3-1 -80	CPO & ZIP Code disc. (1)
KS	Bridgeport	Saline		I	67424	Delete	4-18-80	PO disc. Change ZIP Code only. Continue address of Bridgeport, KS (3)
KS	do	do		P	67416	Add	4-18-80	
KS	Idana	Clay		I	67453	Delete	4-18-80	PO disc. Change ZIP Code only. Continue address of Idana, KS (3)
KS	do	do		P	67432	Add	4-19-80	
MN	Two Harbors	Lake	Larsmont	CPO	55610	Delete	11- 1-78	CPO & ZIP Code disc. (1)
VA	Mayo	Halifax		I	24573	Delete	4-18-80	PO disc. Change ZIP Code only. Continue address of Mayo, VA (1)
VA	do	do		P	24598	Add	4-19-80	

—*Delivery Services Dept., 3–6–80.*

Warning Notice—Unrecovered Stolen Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)

The following money orders are void and should not be cashed: (1) All card type orders. (2) New style orders 000,000,001—199,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, KIA OB1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21234 article.

200,400,512 to 0,600
200,467,313 to 7,500
201,328,601 to 9,300
201,963,699 to 3,800
201,980,250 to 0,299
202,545,957 to 6,000
207,218,569 to 8,600
208,872,242 to 2,257
209,190,001 to 5,000
210,301,801 to 2,000
210,835,285 to 5,300
210,935,633 to 5,700
212,900,201 to 0,300
213,345,001 to 5,100
213,504,865 to 5,000
216,823,954 to 4,000
217,621,979 to 2,100
217,622,401 to 2,800
218,660,066 to 0,700
219,494,026 to 4,130
219,692,001 to 2,100
224,126,989 to 7,100
226,781,246 to 1,400
226,073,655 to 3,700
227,129,004 to 9,400
227,564,701 to 4,800
229,000,595 to 0,600
229,083,686 to 3,700
229,428,120 to 8,300
230,004,990 to 5,200
230,143,701 to 4,000
231,387,001 to 7,500
234,067,232 to 7,300
235,833,783 to 3,800
237,386,845 to 7,000
238,758,669 to 8,730
239,162,130 to 2,200
239,863,796 to 3,870
239,864,826 to 4,900
240,362,301 to 2,600
241,535,801 to 6,000
242,545,470 to 5,800
242,917,801 to 8,000
243,920,027 to 0,100
244,343,084 to 3,100
244,583,557 to 3,600
245,740,589 to 0,600
245,767,347 to 7,400
247,636,179 to 6,200
247,649,190 to 9,200
247,760,081 to 0,100
250,442,960 to 3,000
252,160,301 to 0,393
252,494,635 to 4,700
253,094,279 to 4,400
253,181,800 to 1,900
253,641,268 to 1,300
254,680,851 to 0,900
259,412,918 to 2,954
261,707,201 to 7,400
261,766,701 to 6,800
262,740,206 to 0,300
263,414,901 to 5,800
264,474,080 to 4,300
266,472,561 to 2,860
268,746,401 to 6,500
270,677,679 to 7,696
272,291,501 to 1,600
274,450,824 to 0,900
274,873,716 to 4,100
275,288,303 to 8,700
278,286,361 to 6,400
278,737,201 to 7,300
278,846,365 to 6,600
282,204,343 to 4,700
282,909,819 to 9,900
284,943,445 to 3,500
285,397,992 to 8,400
286,837,601 to 7,900
288,349,047 to 9,500
288,657,574 to 7,600
291,853,923 to 3,969
295,946,650 to 6,661
296,077,001 to 7,053
296,077,201 to 7,300
297,173,660 to 3,900
297,213,342 to 3,500
297,444,801 to 5,500
297,700,501 to 0,700
298,072,101 to 2,600
299,902,655 to 2,700
305,253,101 to 3,600
306,165,495 to 5,500
306,698,463 to 8,500
306,933,345 to 3,400
307,200,601 to 1,000
307,806,061 to 6,100
310,917,957 to 8,100
310,956,020 to 6,200
311,577,901 to 8,100
311,994,658 to 4,700
314,162,132 to 2,200
315,105,301 to 5,500
315,788,118 to 8,140
317,630,301 to 0,400
321,087,737 to 7,800
321,272,306 to 2,400
321,489,229 to 9,300
322,180,820 to 1,000
323,294,360 to 4,400
323,296,838 to 6,856
323,297,695 to 7,730
323,485,231 to 5,240
323,997,101 to 7,400
326,023,246 to 3,300
328,436,401 to 6,500
331,892,798 to 3,000
332,069,432 to 9,500
336,646,801 to 7,300
336,661,265 to 1,500
336,825,701 to 7,000
336,909,925 to 0,000
337,395,212 to 5,300
338,038,706 to 8,800
338,891,701 to 2,200
339,519,801 to 9,900
339,735,184 to 5,200
340,711,001 to 3,000
341,462,701 to 2,900
343,703,708 to 3,900
343,760,901 to 1,000
343,945,919 to 5,940
344,536,201 to 6,400
344,821,230 to 1,297
344,854,601 to 4,700
345,986,501 to 6,600
347,238,201 to 8,300
347,975,946 to 5,959
348,086,296 to 6,300
348,190,501 to 0,900
349,779,757 to 9,800
351,452,949 to 3,000
351,490,001 to 0,600
355,360,601 to 1,000
357,010,401 to 0,500
357,339,409 to 9,455
359,269,750 to 9,790
359,547,122 to 7,150
359,790,481 to 0,540
359,791,901 to 1,920
359,994,676 to 4,700
374,988,860 to 8,880

MISSING OR STOLEN U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Insert any interim notices in sequence.
A. New Style. (Listed below). The actual serial numbers consist only of the first 10 digits. Destroy the PB 21234 article.
B. Old Style. The listing from PB 21148 is still valid. **C. Counterfeit.** The listing from PB 21190 is still valid.

165 705 7000 to 7999
167 061 1632 to 1699
167 982 3712 to 3799
173 960 5125 to 5699
190 137 2592 to 2699
193 273 8600 to 8999
194 519 7600 to 8099
195 263 7000 to 8999
195 322 5400 to 5699
197 427 0113 to 0149
198 354 3000 to 3099
199 567 1359 to 1999
203 297 6000 to 7499
203 619 3700 to 3999
203 851 6800 to 6899
203 977 4500 to 4775
204 108 8000 to 9999
206 493 4600 to 4799
206 793 5600 to 6499
208 287 8700 to 8899
208 385 5000 to 6999
209 728 2600 to 3099
210 176 8200 to 8599
210 868 4500 to 4699
211 238 0459 to 0999
211 436 5608 to 5699
211 527 2600 to 3099
211 682 3100 to 3599
213 123 9827 to 9999
213 578 4229 to 4399
213 822 5800 to 6299
214 158 2955 to 2999
214 159 4800 to 4999
215 532 5100 to 5399
215 538 0200 to 0499
216 678 6072 to 6999
217 210 7100 to 7299
217 241 5400 to 5799
217 268 2574 to 2699
217 667 3400 to 3599
217 672 4200 to 4599
217 902 4181 to 4299
218 755 4591 to 4699
220 350 0000 to 0999
221 371 4600 to 4999
221 626 2100 to 2299
221 661 5318 to 5499
222 224 8100 to 8499
222 536 2000 to 2299
224 057 4061 to 4299
224 206 6395 to 6499
224 554 9830 to 0399
225 268 1655 to 1799
225 711 9700 to 9999
225 712 0000 to 0999
225 767 2000 to 2299
226 904 0500 to 0599
227 097 4600 to 4699
227 254 9800 to 0099
227 611 4000 to 4599
228 660 5976 to 5999
229 117 4866 to 4999
229 346 9900 to 9999
229 434 3500 to 3599
229 434 3866 to 3899
229 531 9700 to 9899
229 563 1918 to 1999
229 576 1732 to 1799
229 576 1800 to 1899
229 585 4570 to 4599
230 406 2975 to 2999
230 577 6515 to 6599
230 826 8683 to 8799
231 126 6475 to 6499
231 147 0883 to 1499
231 525 7893 to 7999
231 651 8280 to 8299
231 725 2789 to 2799
231 770 2751 to 2762
231 873 7928 to 7999
232 295 7249 to 7599
232 319 6535 to 6599
232 426 6620 to 6699
232 665 0292 to 0399
233 262 7907 to 7999
233 407 5872 to 5899
233 453 8902 to 8929
233 516 6100 to 6199
233 638 1200 to 1799
233 845 9000 to 9099
234 031 6456 to 6999
234 064 8437 to 8499
234 261 4500 to 4599
234 431 3655 to 3699
234 500 2944 to 2999
234 659 4000 to 4199
234 659 8700 to 8999
234 742 1948 to 1999
234 802 1060 to 1199
234 997 1000 to 1599
235 254 2060 to 2099
235 439 6181 to 6299
235 644 7061 to 7099
235 925 8767 to 8799
236 145 5082 to 5099
236 388 4842 to 5099
236 467 6573 to 6599
236 566 2555 to 2599
236 576 9520 to 9599
236 656 6422 to 6499
236 755 8000 to 8099
236 937 5803 to 5999
236 941 5400 to 5499
237 413 7500 to 7599
237 423 4111 to 4199
237 457 5600 to 5699
237 457 5800 to 5899
237 574 8657 to 8799
237 702 6823 to 6899
237 702 6921 to 6999
238 165 7700 to 7799
238 169 7587 to 7599
238 377 4508 to 4599
238 377 4607 to 4699
238 586 3100 to 3299
239 199 0700 to 1099
239 204 9916 to 9999
239 481 4728 to 4799
239 549 7116 to 7499
239 575 2000 to 2199
239 596 4800 to 4999
239 640 5708 to 5728
239 724 1489 to 1499
239 985 7000 to 7499
240 042 3151 to 3169
240 108 6501 to 6599
240 252 6400 to 6899
240 256 2900 to 3199
240 559 4363 to 4399
240 639 3561 to 3599
240 855 7000 to 7099
240 901 5900 to 5999
241 081 9274 to 9299
241 224 7209 to 7299
241 685 5124 to 5199
241 694 1800 to 1899
241 753 7766 to 7799
241 902 2600 to 2799
242 021 2262 to 2499
242 327 4984 to 4999
242 576 1609 to 1699
242 585 4155 to 4299
242 591 4500 to 4699
242 605 0000 to 0999
242 621 8314 to 8399
242 781 0789 to 0799
242 816 1337 to 1399
243 112 4109 to 4120
243 228 7200 to 7499
243 766 6730 to 6799
243 805 0000 to 0299
243 906 7800 to 8199
244 299 2000 to 2199
244 366 8800 to 8899
244 381 3024 to 3099
244 525 0719 to 0799
244 657 7700 to 7899
244 678 2333 to 2499
244 742 7748 to 7799
244 743 7100 to 7399
244 895 5575 to 5599
245 103 9300 to 9399
245 103 9400 to 9499
245 118 6754 to 6768
245 279 1420 to 1499
245 279 1510 to 1599
245 591 1626 to 1799
245 695 0346 to 0399
245 973 2677 to 2699
246 076 7300 to 7399
246 155 4048 to 4099
246 155 5000 to 5499
246 402 6511 to 6599
246 608 6300 to 6399
246 609 9545 to 9799
246 741 2082 to 2099
246 816 2600 to 2699
246 973 1372 to 1399
247 012 0500 to 0599
247 066 9300 to 9399
247 113 5635 to 5699
247 490 1960 to 1999
247 490 2086 to 2099
247 497 4000 to 4099
247 544 0200 to 0214
247 575 4400 to 4499
247 929 6417 to 6799
247 983 1511 to 1899
248 120 4322 to 4399
248 244 7246 to 7299
248 317 7624 to 7699
248 397 2163 to 2199
248 423 4864 to 4999
248 440 7916 to 7971
248 718 7317 to 7399
248 842 3133 to 3199
249 680 4872 to 4899
249 945 6900 to 6999
249 996 6000 to 6099
249 996 6300 to 6499
250 452 4971 to 4999
250 483 0600 to 0699
250 547 7046 to 7099
250 565 7029 to 7099
250 833 7200 to 7399
250 951 4340 to 4363
250 991 9778 to 9799
251 518 6281 to 6399
251 964 6056 to 6199
252 171 2041 to 2056
252 206 2101 to 2199
252 235 4400 to 4499
252 235 4581 to 4899
252 432 6988 to 6999
252 891 1159 to 1199
253 175 2670 to 2699
253 293 5931 to 5940
253 446 4033 to 4099
253 547 6013 to 6049
253 547 6054 to 6099
253 747 6924 to 6999
254 259 8867 to 8899
254 259 8951 to 9099
254 745 1300 to 1499
255 276 0949 to 0999
259 227 0000 to 1499
800 502 3000 to 3999
800 941 7900 to 7999
801 278 3600 to 3999
801 579 6056 to 6098
801 629 1900 to 1999
802 029 5199 to 8999
802 265 0575 to 1999
802 774 0000 to 4999

UNITED STATES POSTAL SERVICE
WASHINGTON, D.C. 20260
OFFICIAL BUSINESS

PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE, $300

FIRST CLASS

Schedule. The Postal Bulletin is published every Thursday by the Directives and Forms Division of the U.S. Postal Service, Washington, DC 20260.

Distribution. The Bulletin is received by all postal facilities.

Effective Period. Postal Bulletin articles are effective for six months unless otherwise specified.

Index. A quarterly index of Bulletin articles appears early in the months of January, April, July, and October.

Orders.

Public sale:
  Superintendent of Documents
  U.S. Government Printing Office
  Washington, DC 20402
    Single copy: 70 cents
    Subscription: $35, $8.75 additional for foreign mailing

Postal facilities:
  For one time orders, send Form 7380 to the Eastern Area Supply Center.
  To change quantity received, send Form 1286 to the Directives and Forms Division, giving justification.

21236

postal bulletin

PB 21236—March 13, 1980—12 Pages

Migratory Bird Stamp Disposition

Postmasters are reminded that all unsold bird stamps should be recalled to the main stock as specified in Handbook F–1, *Financial Handbook for Post Offices*, 557. The amount recorded in AIC 806, Ending Inventory—Bird Stamps, on the statement of account submitted as of the close of the second quarter (AP–06), Fiscal Year 1980, must accurately reflect the value of bird stamps on hand in the post office. Except for post offices having established philatelic outlets, the only bird stamps that should be on hand in post offices are the current 1979–1980 series which sell for $7.50.

Unsold migratory bird stamps are destroyed during the third quarter as instructed in Handbook F–1, 553. Management sectional centers must establish a schedule for returning properly certified Forms 3238, *Destruction Certificate*, to post offices for inclusion with statements of account for the period ending June 13, 1980.

Those offices designated as philatelic outlets are the only offices which should have an entry in AIC 806 on the statement of account for the period ending June 13, 1980. These bird stamps will be listed by year of issue and face value in the remarks section of the statement of account.—*Finance Dept., 3–13–80.*

City Delivery Post Offices

Carrier Timecard Analysis

Instructions on the reverse of Form 1840B, *Carrier Timecard Analysis*, specify that overtime and auxiliary assistance from Form 3997 must be added. If they are not added, misleading figures are used as street time from this source. As part of the timecard analysis, show all time used in relation to a route on a day when the regularly assigned carrier works the route.—*Delivery Services Dept., 3–13–80.*

Postmaster Replacement—EAS–A Through EAS–15 Offices

Effective April 5, 1980, postmaster relief and leave replacement policy in EAS–A through EAS–15 offices, where no career clerical positions are assigned, will be modified as follows:

1. Prohibitions regarding the employment of relatives do not apply to hiring noncareer postmaster relief/leave replacements, regardless of CAG designation. (Handbook P–11, *Personnel Operations,* 261 and 312, will be amended accordingly.)
2. Compensation for postmaster relief/leave replacement is established at the following hourly rates:

	Per hour
EAS–A—E Offices	$3. 85
EAS–11 Offices	$5. 34
EAS–13 Offices	$5. 96
EAS–15 Offices	$6. 63

Current time-recording procedures for certifying pay will remain in effect.

Offices where career clerks are currently assigned, or where an authorized clerical vacancy exists, will be unaffected by the above changes as long as there is a requirement for clerical assistance when the postmaster is on duty.

NTE 1-year noncareer temporaries hired solely for postmaster relief and leave replacement will be automatically terminated effective April 4, 1980. Postmasters are encouraged to rehire these individuals as noncareer postmaster relief and leave replacements at the newly established rates to minimize retraining time and cost.

Up to 10 training hours per office will be authorized only for postmaster relief and leave replacements lacking the necessary experience. All training will be conducted by the postmaster on-the-job. Self-study at home is prohibited. Training for multiple relief and leave replacements in excess of the 10-hour allocation per office must be submitted to the management sectional center for approval.

A standard letter explaining the terms and conditions of employment will be issued to all noncareer post-

Continued on p. 2

Bumper Strips and Decals

Only those bumper strips, decals or other advertising material authorized by Headquarters are permitted on postal-owned vehicles. Handbook M–52, ***Fleet Management***, 333.4, will be amended to reflect this change.—*Delivery Services Dept., 3–13–80.*

Inspection Service Appointments

The following appointments were effective March 8, 1980:

Robert N. Moore, Regional Chief Inspector, Southern Region.

Raymond L. Oldham, Inspector-in-Charge, Chicago Division.

—*Inspection Service, 3–13–80.*

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f1.3:

Supply Items Discontinued—Badges

The following items, no longer available from area supply centers, are discontinued as items of supply:

POIN	*Description*
0919E	Badge, Carrier's, Metal
0919H	Badge, Vehicle Operator's

Replacements for the above items are still in the design stage and their availability will be announced in a POSTAL BULLETIN notice.

In the interim, postal facilities that require badges may use appropriate substitutes as described in the ADMINISTRATIVE SUPPORT MANUAL, 273.2.

The above changes will be reflected in a future revision to Publication 24, *Supply Catalog.—Procurement & Supply Dept., 3-13-80.*

Supply Source Changes—Flag

U.S. flags previously obtained from General Services Administration Stores Depots, are now purchased directly by the Postal Service at substantial savings.

Effective immediately, all postal activities will obtain all their requirements for the following flags from their respective area supply centers:

Item No.	*Description*	**Price EASC*	*Price WASC*
C1105A	Flag, U.S., 2⅓ x 4½ Ft.	$5. 79	$5. 48
C1105B	Flag, U.S., 3½ x 6⅔ Ft.	8. 61	8. 50
C1105C	Flag, U.S., 5 x 9½ Ft.	16. 16	16. 29

*Price differential due to freight costs.

Offices with requirements for any of these flags will submit requisitions for them to their area supply center during regular requisitioning cycles on Form 7380, *Supply Requisition.*

The above changes will be reflected in a future revision of Publication 24, *Supply Catalog.—Procurement & Supply Dept., 3-13-80.*

POM Revision

Parcel Post Delivery

Make the following changes to the POSTAL OPERATIONS MANUAL (POM):

Delete **443.772 Delivery.**

Change **612.13 Third and Fourth Class Parcels** to read: "Where possible, schedule delivery of parcels on a delivery trip which will permit achievement of published service standards for these classes of mail."

The POM will be updated accordingly.—*Delivery Services Dept., 3-13-80.*

Continued from p. 1.

master relief and leave replacements. Acceptance of these terms and conditions must be in writing and retained on file in the local office. The letter will be sent to all MSC's by March 15, 1980, for distribution to associate offices where a career clerk is not presently assigned.

Postmasters are reminded to use the time available between now and April 5, 1980, to explore the availability of relief and leave replacements in light of the modified terms under which they will be employed. They should further advise all candidates that participation in the federal retirement program, sick and annual leave, and related benefits enjoyed by career employees are not applicable to individuals in noncareer status.

More detailed procedural instructions will be sent to management sectional centers.—*Operations Group, 3-13-80.*

Boxholder Mail—Rural Routes

The method of handling boxholder mail for delivery on rural routes will be at the individual carrier's option. A rural carrier may either case boxholder mail or handle it as a separate bundle on the route.

Since casing boxholders is an option selected by the carrier, no time credit will be granted in the annual or special count of mail on rural routes for boxholders strapped out. Appropriate changes will be made in the computer program.

Managers conducting mail counts will continue to enter daily the number of pieces of boxholder mail which the carrier cases and straps out in column E on Form 4239-A, *Rural Route Count of Boxholder Mail,* and in columns 64-68 on Form 4241, *Rural Delivery Statistics Report.*

This change is effective April 1, 1980.—*Delivery Services Dept., 3-13-80.*

Savings Bonds

Each installation, beginning March 17, 1980, will receive the new authorization form for use by employees to either enroll in the savings bonds program or make changes to their present allotment.

Upon receipt of the new Form 1192, *United States Savings Bonds Authorization for Purchase and Request for Change,* the SF 1192 will no longer be used and should be destroyed.—*Employee Relations Dept., 3-13-80.*

ELM Revision

Employee Uniforms

Effective immediately, paragraph "a" of 583.1, EMPLOYEE AND LABOR RELATIONS MANUAL which relates to items of wear for women performing as City Carrier, special delivery messenger, or clerk performing city carrier duties, should be amended to add that women are authorized to purchase black overboots **or insulated boots** with no height restrictions.—*Labor Relations Dept., 3-13-80.*

Third-Class Carrier Route Presort

Effective March 20, 1980, the interim implementing instructions for third-class carrier route presort mail described in POSTAL BULLETINS 21147 (1-24-79); 21193 (6-7-79); 21213 (10-11-79); and 21224 (12-20-79) are amended to increase the maximum dimensions for pieces mailed at the third-class carrier route presort rate to 11½ inches high, by 13½ inches long, by ¾ of an inch thick. Merchandise with detached labels can exceed these dimensions as long as the detached labels meet the requirements of 664 of the DOMESTIC MAIL MANUAL.

Post offices are reminded to retain all POSTAL BULLETIN notices regarding the temporary implementing instructions for the third-class carrier route presort rate until permanent implementing instructions are published.—*Rates & Classification Dept., 3-13-80.*

Publication 42

Transmittal Letter 86 for Publication 42, *International Mail,* has been printed. Automatic distribution is being made to post offices.

While Transmittal Letter 86 updates country information in Appendix B, postal employees are reminded that the following restrictions announced in previous POSTAL BULLETINS apply to mail service with Democratic Kampuchea, East Timor, Lebanon, and the Socialist Republic of Vietnam.

1. Democratic Kampuchea (formerly Khmer Republic, Cambodia): No mail service.

2. East Timor (formerly Portuguese Timor): Service is restricted to unregistered air letters, post cards, and letter packages—weighing up to 4 pounds—addressed to two destinations, Dili and Pante—Makassar (Oe-Kusi).

3. Lebanon: Service is restricted to *air* service for the following classes of international mail within the indicated weight limits: (Registry service is available for postal union mail classes.)

Class	*Weight limits*
Letters (including letter packages, post cards).	4 pounds.
Printed matter (including books and sheet music, catalogs, directories, publishers' periodicals).	4 pounds.
Direct sacks of printed matter addressed to booksellers.	66 pounds.
Matter for the Blind	4 pounds.
Small Packets	2 pounds.
Parcel Post (uninsured)	4 pounds.

4. Socialist Republic of Vietnam (formerly North and South Vietnam): All classes of postal union mail may be accepted. Gift packages sent as letter packages or small packets and valued at under $200 may be mailed to Vietnam *without a validated export license.* Refer to the country information entry for Vietnam in Appendix B, Publication 42, for the items that may be mailed as gift packages to Vietnam without a validated export license. The mailer must endorse the address side of the package **Gift—Export License Not Required.** Gift packages may only be mailed to Vietnam under postal union mail classifications, since we have no parcel post service with Vietnam. Registry Service is available for postal union mail to Vietnam.—*Rates & Classification Dept., 3–13–80.*

International Express Mail—Netherlands

The postal administration of the Netherlands has announced expansion of the areas to which customers may send International Express Mail—On Demand Service items. Effective immediately, On Demand Service is available to the following destinations:

Aalsmeer, Alblasserdam, Alkmaar, Almelo, Alphen a/d Rijn, Amersfoort, Ammerzoden, Amstelveen, Amsterdam, Apeldoorn, Arnhem, Assen, Badhoevedorp, Barendrecht, Beek Lb Bergen op Zoom, Bergum, Beverwijk, Bilthoven, Bodegraven, Bolsward, Boxmeer, Boxtel, Breda, Breukelen, Bussum, Capelle a/d IJssel, Culemborg, Dalfsen, Delft, Den Helder, Deventer, Dordrecht, Driebergen-Rijsenburg, Ede Gld, Eindhoven, Elst Gld, Emmeloord, Emmen, Enschede, Etten-Leur, Gameren, Geldermalsen, Geleen, Gilze, Gorinchem, Gouda, 's-Gravenhage, (=Den Haag, =The Hague), Groningen, Haarlem, Haren Gn, Heemstede, Heerenveen, Heerlen, Helmond, Hendrik-Ido-Ambacht, Hengelo Ov, 's-Hertogenbosch, Heteren, Hilversum, Hoofddorp, Hoogezand, Hoogvliet Rt, Hulst Zld, Kaatsheuvel, Kerkrade, Krommenie, Leerdam, Leeuwarden, Leiden, Leidschendam, Lisse, Loenen a/d Vecht, Loenen Gld, Maarssen, Maassluis, Maastricht, Middelburg, Monster, Mijdrecht, Nieuw Vennep, Noordwijk Zh, Nijkerk Gld, Nijmegen, Oegstgeest, Oldenzaal, Oosterhout Nb, Oosthuizen, Oss, Oud-Beijerland, Papendrecht, Purmerend, Ridderkerk, Roden, Roermond, Roosendaal, Rotterdam, Rijswijk Zh, Sassenheim, Scheveningen, Schiedam, Schiphol, Sittard, Sliedrecht, Sneek, Soest, Stadskanaal, Steenbergen, Tegelen, Ter Apel, Tiel, Tilburg, Udenhout, Uithoorn, Ulft, Utrecht, Veendam, Veenendaal, Veghel, Veldhoven, Venlo, Venray, Vianen Zh, Voorburg, Voorschoten, Waddinxveen, Wageningen, Weert, Weesp, Woerden, Wormerveer, IJmuiden, IJsselstein Ut, Zaandam, Zaltbommel, Zevenbergen, Zoetermeer, Zundert, Zwanenburg, Zwolle, Zwijndrecht.

In addition, the Netherlands administration now requires that all Custom Designed and On Demand International Express Mail items must bear the single green customs label C1, Form 2976.—*Rates & Classification Dept., 3–13–80.*

All Post Offices

International Nonstandard Mail

POSTAL BULLETIN 21197 (7–5–79), announced that effective July 15, 1979, a surcharge was established for certain international mail originating in the United States that did not comply with size standards for the same category of domestic mail.

Employees are reminded that the surcharge for international nonstandard mail is applicable only to certain United States origin items. Mail pieces originating in foreign countries for delivery in the United States are not subject to our domestic nonstandard surcharge and are not to be returned to sender for payment of additional postage.—*Rates & Classification Dept., 3–13–80.*

Customs Declarations—Former Canal Zone

Many packages addressed to individuals served by military post offices in the areas comprising the former Canal Zone are arriving without proper customs documentation. Accordingly, employees are reminded that *Domestic Mail Manual* 124.55 was revised in POSTAL BULLETIN 21211 (9–27–79), to specify that:

Any package of merchandise weighing 16 ounces or more, addressed to an individual in the areas comprising the former Canal Zone, must have customs declaration Form 2966–A, *Parcel Post Customs Declaration* (adhesive), and Form 2966, *Customs Declaration* (tie-on-tag) attached. Parcels addressed to a United States government agency are exempt from this requirement.

Packages addressed to the areas comprising the former Canal Zone should be carefully checked upon acceptance to insure compliance with the cited regulations. Missing or incomplete customs declarations result in delays in dispatch and delivery of mail.—*Rates & Classification Dept., 3–13–80.*

Carrier Route Information System, New Official Schemes

New official delivery schemes, dated February 15, 1980, will be available on March 15. These schemes are available in machine sensible form—National Scheme Tape—and in hard copy. There is no charge to the mailer in either instance. Mailers will be required to use these interim schemes for all carrier route-presorted second or third-class mailings made after June 1, 1980.

National Scheme Tape

Scheme information in machine sensible form will be available for one or more postal regions, or for the entire United States. The data will be furnished on the Postal Service's computer tapes, which must be returned to the Postal Service. Tapes will be mailed as certified mail with a return receipt. If the tapes are not returned to the Postal Service within six weeks the customer will be billed for the cost of the tapes. Mailers may order the tapes from:

General Manager
Management Services Division
CRIS Project
U.S. Postal Data Center
San Bruno, CA 94097

In the request, the mailer should specify which Postal Service regions are desired and which of the following magnetic tape characteristics are required:

7 or 9 track
800, 1,600, or 6,250 bits per inch (BPI)
ASCII or EBCDIC
Header/Trailer Labels desired

Hard Copy Schemes

Mailers may obtain hard copies of official delivery schemes from the Manager of the Management Sectional Center (MSC) of each city to which mail may be sent. (MSCs and the areas they serve are listed on pages XLIX through LII of the 1980 National ZIP Code and Post Office Directory, Publication 65).

New schemes will be automatically furnished by the MSC manager to those mailers who have requested schemes since February 9, 1979.

Within 15 days of any new request, the MSC manager will provide these schemes for the area served by the MSC to all mailers who request them. All schemes will be sent by certified mail with a return receipt.

Suggested Request Letter (on letterhead)

MSC Manager/Postmaster

Please send me the current hard copy Carrier Route Information System (CRIS) Delivery Scheme for each of the five-digit ZIP Codes, which I have listed below and place me on your automatic distribution list for hard copy changes.

A. Name and telephone number for contact

B. Provide schemes for all ZIP Codes in your Sectional Center

C. Provide schemes for the following ZIP Codes: ------------

I understand that this material provides the following information for each city delivery office and some non-city delivery offices with large box sections: box number ranges and corresponding box section numbers; alpha-numeric street, avenue, etc. identification, segmented into the address range, which is delivered by an individual carrier, identified by carrier route number and type—city, rural or highway contract (star route).

Very truly yours,
J. Mailer.

—Delivery Services Dept., 3–13–80.

Form 1345 Revised

Revised Form 1345, January 1980, *Request for Service Award Certificate/Letter* is now available for distribution at the Eastern and Western Area Supply Centers.

Requisition the form from your area supply center, using established procedures. When you receive the revised form, destroy stock of the Dec. 1973 edition.

This form has been modified to meet the functional requirements of the Employee and Labor Relations Manual 635.—*Employee Relations Dept., 3–13–80.*

City Delivery Post Offices

Recording Sequenced Mail

If other-size sequenced mail is received during the week of count and inspection on a two-bundle foot or park and loop route, the number of sequenced pieces collated with non-sequenced flats is entered on line 6, in the *Other-size* block, Form 1838, *Management Summary.* When sequenced other-size pieces are not placed in the carrier case, the strapout standard does not apply. In these instances, the strapping out function cannot in practice be separately accounted for from the collating function; therefore, actual time should be recorded on line 16 for both collating and strapping out.

If local management requires placement of these pieces into a case, then strapout time would also be credited on line 4, in addition to the collating time shown on line 16. This information will be included in the next update of the Handbooks M–39, *Management of Delivery,* and M–41, *City Delivery Carrier's Duties and Responsibilities.—Delivery Services Dept., 3–13–80.*

International Reply Coupons

Postmasters are reminded that all exchanged *International Reply Coupons* accepted through December 31, 1979, must be sent to the postal data center with the Statement of Account for A/P 06 or Postal Quarter II, March 21, 1980.

Specific procedures for collecting and proper accountbook documentation are contained in Handbook F–1, *Financial Handbook for Post Offices,* 558.—*Finance Dept., 3–13–80.*

Requisition for Supplies

A revised Form 7381, dated Dec. 1979, will be available in April 1980. A Postal Bulletin notice will announce availability of the form at the supply centers. The revised Form 7381 provides for requisitioning of supplies, services, or **equipment**. This revision will supersede Form 7381 dated Feb. 1978 and Form 7373, *Equipment Requisition,* dated May 1976. Old Forms 7381 and 7373 are to be used until exhausted.—*Procurement & Supply Dept., 3–13–80.*

Domestic First Flight Cachet

Delta Air Lines has announced the following new service routes beginning on April 28, 1980. The flights will provide round trip service between the following cities: Reno, NV and Salt Lake City, UT; Salt Lake City and Atlanta, GA; Salt Lake City and Dallas/Fort Worth, TX; Salt Lake City and Denver, CO. Official cachet and philatelic treatment are outlined in 244.63, POSTAL OPERATIONS MANUAL.

To prepare and send covers for official philatelic treatment, follow these procedures:

1. Address all covers.
2. Applicable rate of postage per cover is 15 cents for the first ounce, 13 cents for each additional ounce up to 12 ounces.
3. Allow a clear space, 2½ by 2½ inches, on the lower portion of the envelope and to the left of the address, for the cachet.
4. Provide an additional clear space of 1½ inches to the left of the innermost stamp to permit a clear postmark.
5. Include in each envelope a uniform enclosure of the approximate thickness of a postal card to assure a good impression.
6. Enclose the prepared covers in another envelope and indicate segment desired by pencil notation in the upper right hand corners of the covers.
7. Mail the covers to reach the office applying the cachet no later than three days prior to the scheduled date of the flight.
8. Endorse the lower left corner of the outer envelope containing the covers with *First Flight Covers* for easy identification, and address as follows:

Cachets to be applied by	*Send covers to*
Reno City Post Office	Postmaster U.S. Post Office Reno, NV 89510
Salt Lake City Post Office	Postmaster U S. Post Office Salt Lake City, UT 84119
Salt Lake City Airport Mail Facility	Operations Manager Airport Mail Facility Salt Lake City International Airport Salt Lake City, UT 84122
Atlanta City Post Office	Postmaster Federal Annex Atlanta, GA 30304
Atlanta Airport Mail Facility	Operations Manager Airport Mail Facility Hartsfield International Airport Atlanta, GA 30320
Dallas City Post Office	Postmaster General Post Office Dallas, TX 75260 Attn: Supervisor, Customer Service Representative
Fort Worth City Post Office	Postmaster Fort Worth, TX 76101
Dallas/Fort Worth Airport Mail Facility	Operations Manager Airport Mail Facility Dallas/Fort Worth Regional Airport Dallas, TX 75261
Denver City Post Office	Postmaster U.S. Post Office Denver, CO 80202
Denver Airport Mail Facility	Operations Manager Airport Mail Facility Denver, CO 80238

Covers bearing previous postmarks and those not prepared according to these instructions will not receive cachets or cancellations.

There will be a limit of 50 covers per customer per flight.—*Customer Services Dept., 3–13–80.*

15-Cent Frances Perkins Stamp

15-cent Frances Perkins commemorative stamp will be first placed on sale **April 10, 1980** at Washington, DC 20013 not April 9, 1980 as published in POSTAL BULLETIN No. 21235, dated March 6, 1980. All other post offices will sell this stamp on **April 11, 1980.**—*Customer Services Dept., 3–13–80.*

Armed Robberies—Safety

Any resistance offered during the course of an armed robbery, oral or physical, may result in the loss of your life. Comply with every demand and be observant, noting every detail of the suspect from head to toe to assist in the subsequent investigation. We are first concerned with your safety; don't take any chances.—*Inspection Service, 3–13–80.*

District and MSC Consolidations

Effective February 23, 1980, MSC Hot Springs, AR (719, 728) was combined with MSC's Little Rock, AR (716–717, 720–722) and Fort Smith, AR (726–727, 729):

MSC Little Rock, AR	716–717, 719–722
MSC Fort Smith, AR	726–729

* * * * *

Effective February 23, 1980, MSC Pittsfield, MA (012) was combined with MSC Springfield, MA (010–011, 013):

MSC Springfield, MA	010–013

* * * * *

Effective February 23, 1980: MSC Mason City, IA (504) was combined with MSC Fort Dodge, IA (505); MSC Dubuque, IA (520–521) was combined with MSC Waterloo, IA (506–507); MSC Ottumwa, IA (525–526) was combined with MSC Cedar Rapids, IA (522–524):

MSC Fort Dodge, IA	504–505
MSC Waterloo, Ia	506–507, 520–521
MSC Cedar Rapids, IA	522–526

* * * * *

The above changes have been incorporated in the complete MSC list contained on pages 6 and 7 of this Bulletin.—*Operations Group, 3–13–80.*

Domestic Orders

False Representation. Enforced by postmasters at cities listed.

State/city	*Name covered*
TN, Cleveland 37311	E.R.R. P.O. Box 344
PA, Glassport 15045	Church of the Good Samaritan 642 Monongahela Avenue

—*Judicial Officer, 3–13–80.*

Report dangerous dogs

MANAGEMENT SECTIONAL CENTERS

This list includes facilities (marked*)—which are not MSC's—reporting directly to the districts. The Chicago Post Office (marked) which is not an MSC—reports directly to the Central Region.**

Total Districts: 46. Total MSC's: 282

NORTHEAST REGION

Boston District
Box 142
Lexington, MA 02173

Worcester, MA	014–016
Boston, MA	017, 020–022
Middlesex-Essex, MA	018–019
Brockton, MA	023–026
Providence, RI	027–029

Caribbean District
Box 3367, Main PO
San Juan, PR 00936

San Juan, PR	006–009

Connecticut Valley District
Box 1748
Hartford, CT 06101

Springfield, MA	010–013
Hartford, CT	060–061
New London, CT	062–063
New Haven, CT	064–066
Waterbury, CT	067
Stamford, CT	068–069

Long Island District
Box 200
Carle Place, NY 11514

Queens, NY	110–111, 113–116
Hicksville, NY	117–118
Riverhead, NY	119
Kennedy AMF *	—

New York City District
Main Post Office, Room 3016
New York, NY 10001

New York, NY	100, 104, 090–098
Brooklyn, NY	103, 112

Northern New Jersey District
401 Hackensack Avenue
Suite 600
Continental Plaza Bldg.
Hackensack, NJ 07601

Newark, NJ	070–073
Paterson, NJ	074–075, 078
Hackensack, NJ	076
Red Bank, NJ	077
Summit, NJ	079
New Brunswick, NJ	088–089

Portland District
Box 1098
Portland, ME 04104

Portland, ME	040–041, 045, 048
Auburn, ME	042–043, 049
Bangor, ME	044, 046–047

Westchester District
2 Corporate Park Drive
Suite L-2 Bldg B
White Plains, NY 10604

Westchester, NY	105–109
Albany, NY	120–123
Poughkeepsie, NY	124–127
Glens Falls, NY	128–129

White River Junction District
Box 977
White River Junction, VT 05001

Manchester, NH	030–034
Portsmouth, NH	035, 038–039
White River Jnct., VT	036–037, 050–051, 053, 058–059
Burlington, VT	052, 054, 056–057

EASTERN REGION

Allegheny District
Box 2308
Pittsburgh, PA 15230

Pittsburgh, PA	150–153, 260
Greensburg, PA	154, 156–157
Johnstown, PA	155, 159, 166, 168
New Castle, PA	160–162
Erie, PA	158, 163–165, 167

Delaware Valley District
Box 1000
Collingswood, NJ 08108

South Jersey, NJ	080–084
Trenton, NJ	085–087
Southeastern, PA	189, 193–194
Philadelphia, PA	190–191
Wilmington, DE	197–199

Empire District
Box 568
Rochester, NY 14602

Syracuse, NY	130–132, 136
Utica, NY	133–135
Binghamton, NY	137–139, 148–149
Buffalo, NY	140–143, 147
Rochester, NY	144–146

Maryland-DC District
Box 1000
Columbia, MD 21045

Washington, DC *	200, 202–205
Prince Georges, MD	206–209
Baltimore, MD	210–212, 214, 219
Cumberland, MD	215, 267
Salisbury, MD	216, 218
Frederick, MD	217
Northern Virginia, VA	220–223
Martinsburg, WV	226, 254

Mountaineer District
Box 2111
Charleston, WV 25328

Bluefield, WV	246–249
Charleston, WV	250–253, 258–259, 266
Huntington, WV	255–257, 261
Clarksburg, WV	262–265, 268

Susquehanna District
Box 1565
Harrisburg, PA 17105

Wilkes-Barre, PA	169, 177, 182, 186–187
Harrisburg, PA	170–172, 178
Lancaster, PA	173–176
Lehigh Valley, PA	179–181, 183, 195–196
Scranton, PA	184–185, 188

Virginia District
Box 27466
Richmond VA 23261

Richmond, VA	224–225, 230–232, 238–239
Charlottesville, VA	227–229, 244
Norfolk, VA	233–237
Roanoke, VA	240–241, 245
Bristol, TN–VA	242–243

SOUTHERN REGION

Atlanta District
300 Interstate No., Suite 610
Atlanta, GA 30339

Athens, GA	305–306
Augusta, GA	298, 304, 308–309
Savannah, GA	299, 313–315
Atlanta, GA	300–303
Macon, GA	310, 312, 318–319
Albany, GA	316–317
Birmingham, AL	350–352, 354–355, 362
Huntsville, AL	356–359
Montgomery, AL	360–361, 367–368
Mobile, AL	363–366

Carolina District
Box 28228
Charlotte, NC 28228

Greensboro, NC	270–274
Raleigh, NC	275–277, 285
Rocky Mount, NC	278–279
Charlotte, NC	280–282, 286, 297
Fayetteville, NC	283–284
Asheville, NC	287–289
Columbia, SC	290–292
Greenville, SC	293, 296
Charleston, SC	294
Florence, SC	295

Delta District
Box 2050
Jackson, MS 39205

Meridian, MS	369, 393–394, 397
Jackson, MS	387, 390–392, 396
Gulfport, MS	395
New Orleans, LA	700–701, 703–704
Lafayette, LA	705–706
Baton Rouge, LA	707–708
Shreveport, LA	710–712
Alexandria, LA	713–714

East Texas District
Box 3
Dallas, TX 75221

Texarkana, TX–AR	718, 754–755
Dallas, TX	750–753
Tyler, TX	756–758
Beaumont, TX	759, 776–777
Fort Worth, TX	760–764
Waco, TX	765–767, 773, 778
Houston, TX	770–772, 774–775

Florida District
Box 22605
Tampa, FL 33622

Jacksonville, FL	320, 322, 326
Pensacola, FL	323–325
Orlando, FL	327–329
Miami, FL	330–331, 333, 340
West Palm Beach, FL	334, 339
Tampa, FL	335–338

Mid-South District
Box 3583
Memphis, TN 38103

Chattanooga, TN	307, 373–374
Nashville, TN	370–372, 384–385
Johnson City, TN	376
Knoxville, TN	377–379
Memphis, TN	380–383, 723
Tupelo, MS	386, 388–389
Little Rock, AR	716–717, 719–722
Jonesboro, AR	724–725
Fort Smith, AR	726–729

Oklahoma District
Cavalier Bldg., Suite 520
5350 South Western
Oklahoma City, OK 73109

Oklahoma City, OK	730–731, 737, 748
Lawton, OK	734–736, 738
Amarillo, TX	739, 790–791
Tulsa, OK	740–741, 743, 746
Muskogee, OK	744–745, 747, 749
Lubbock, TX	792–794

West Texas District
Box 33010
San Antonio, TX 78233

Austin, TX	786–787, 789
Midland, TX	768–769, 795–797
Corpus Christi, TX	779, 783–785
San Antonio, TX	780–782, 788
El Paso, TX	798–799

CENTRAL REGION

Chicago, IL**	606

Buckeye District
Post Office Box 29177
Columbus, OH 43229

Cincinnati, OH	410, 450–452, 470
Columbus, OH	430–433
Toledo, OH	434–436
Zanesville, OH	437–438, 457
Mansfield, OH	448–449
Dayton, OH	453–455
Chillicothe, OH	456
Lima, OH	458

Dakotas District
Box 350
Fargo, ND 58199

Fargo, ND	565, 567, 580–582
Sioux Falls, SD	570–574
Rapid City, SD	575–577
Minot, ND	583, 587–588
Bismarck, ND	584–586

Gateway District
Box 14647
Saint Louis, MO 63178

East St. Louis, IL	620, 622, 624
Quincy, IL	623, 634
Carbondale, IL	628–629
St. Louis, MO	630–631, 633
Kirksville, MO	635
Flat River, MO	636–637
Poplar Bluff, MO	638–639
Springfield, MO	648, 656–658
Columbia, MO	650–652
Rolla, MO	654–655

Greater Wisconsin District
788 N. Jefferson Street
Milwaukee, WI 53299

Green Bay, WI	498–499, 541–543
Milwaukee, WI	530–532, 534
Madison, WI	535, 537–539
Wausau, WI	544–545
Oshkosh, WI	549

Indiana District
Box 22859
Indianapolis, IN 46222

Indianapolis, IN	460–462, 472
South Bend, IN	465–466
Fort Wayne, IN	467–468
Kokomo, IN	469
Muncie, IN	473
Terre Haute, IN	474–475, 478
Lafayette, IN	479

Iowa District
Main Post Office, Room 313
Des Moines, IA 50399

Des Moines, IA	500–503, 508, 514
Fort Dodge, IA	504–505
Waterloo, IA	506–507, 520–521
Sioux City, IA	510–513
Cedar Rapids, IA	522–526
Rock Island, IL	527–528, 612

Kentuckiana District
Box 3001
Louisville, KY 40266

Louisville, KY	400–402, 471
Lexington, KY	403–406, 413–414
Corbin, KY	407–409, 425–426
Ashland, KY	411–412
Hazard, KY	415–418
Evansville, IN	420, 423–424, 476–477
Bowling Green, KY	421–422, 427

Michigan District
U.S. Postal Service
Detroit, MI 48299

Royal Oak, MI	480
Detroit, MI	481–482
Flint, MI	484–485
Saginaw, MI	486–487, 497
Lansing, MI	488–489
Kalamazoo, MI	490–491
Jackson, MI	492
Grand Rapids, MI	3–496

Mid-America District
Box 2902
Shawnee Mission, KS 66201

Kansas City, MO	640–641, 660–662
Saint Joseph, MO	644–647, 653
Topeka, KS	664–666, 668
Independence, KS	667, 673
Salina, KS	669, 674
Wichita, KS	670–672, 675
Hays, KS	676–679

Nebraska District
8990 W. Dodge Road
Lakin Bldg., Suite 229
Omaha, NE 68199

Omaha, NE	515–516, 680–681
Lincoln, NE	683–685
Norfolk, NE	686–687
Grand Island, NE	688–689
North Platte, NE	690–693

MANAGEMENT SECTIONAL CENTERS—Continued

Northern Illinois District **1211 W. 22nd Street** **Room 333** **Oak Brook, IL 60588**	
Gary, IN	463–464
North Suburban, IL	600–603
South Suburban, IL	604–605
Kankakee, IL	609, 617
Rockford, IL	610–611, 613
Peoria, IL	614–616
Champaign, IL	618–619
Springfield, IL	625–627
O'Hare AMF*	—
Northeastern Ohio District **Main Post Office** **Cleveland, OH 44101**	
Steubenville, OH	439
Cleveland, OH	440–441
Akron, OH	442–443
Youngstown, OH	444–445
Canton, OH	446–447
North Star District **Box 30100** **St. Paul, MN 55175**	
St. Paul, MN	540, 550–551
La Crosse, WI	546
Eau Claire, WI	547–548
Minneapolis, MN	553–554
Duluth, MN	556–558
Rochester, MN	559
Mankato, MN	560
Windom, MN	561
Willmar, MN	562
St. Cloud, MN	563
Brainerd, MN	564
Bemidji, MN	566
WESTERN REGION	
Angeles District **P.O. Box 92132** **Los Angeles, CA 90009**	
Los Angeles, CA*	900
Inglewood, CA	902–905
Long Beach, CA	906–908
Golden Gate District **P.O. Box 3734** **San Francisco, CA 94119**	
San Francisco, CA	940–941, 943–944, 962–966
Oakland, CA	945–948
San Rafael, CA	949
Northwestern District **P.O. Box 1500** **Kent, WA 98031**	
Portland, OR	970–972, 986
Salem, OR	973, 977
Eugene, OR	974
Medford, OR	975–976
Pendleton, OR	978
Seattle, WA	980–982, 987
Tacoma, WA	983–985
Yakima, WA	988–989, 993
Spokane, WA	835, 838, 990–992, 994
Anchorage, AK	995–996
Fairbanks, AK	997
Juneau, AK	998–999
Pacific District **P.O. Box 30888** **Honolulu, HI 96820**	
Honolulu, HI	967–969
Rocky Mountain District **P.O. Box 6000** **Denver, CO 80206**	
Denver, CO	800–805
Brighton, CO	806–807
Colorado Springs, CO	808–809
Pueblo, CO	810–813
Grand Junction, CO	814–816
Cheyenne, WY	820, 822–823, 825–826, 829–831
Sheridan, WY	821, 824, 827–828
Farmington, NM	865, 873–874
Albuquerque, NM	870–871, 875, 878
Las Vegas, NM	877, 884
Las Cruces, NM	879–880
Roswell, NM	881–883
Sequoia District **P.O. Box 7777** **Orange, CA 92667**	
Pasadena, CA	910–912
Van Nuys, CA	913–916
Alhambra, CA	917–918
Santa Ana, CA	926–928
Santa Barbara, CA	930–931, 934
Bakersfield, CA	932–933, 935
Sierra District **455 Capitol Mall** **Suite 215** **Sacramento, CA 95814**	
Reno, NV	894–895, 897, 961
Fresno, CA	936–938
San Jose, CA	939, 950–951
Stockton, CA	952–953
Santa Rosa, CA	954
Eureka, CA	955
Sacramento, CA	956–958
Marysville, CA	959
Redding, CA	960
Sunland District **P.O. Box 29999** **Phoenix, AZ 85038**	
Phoenix, AZ	850, 852–853
Tucson, AZ	855–857
Flagstaff, AZ	859–860, 863–864
Las Vegas, NV	890–891
San Diego, CA	920–921
Palm Springs, CA	922
San Bernardino, CA	923–925
Western Slopes District **P.O. Box 27117** **Salt Lake City, UT 84125**	
Billings, MT	590–595
Missoula, MT	596–599
Pocatello, ID	832, 834
Boise, ID	833, 836–837, 979
Salt Lake City, UT	840–844, 893, 898
Provo, UT	845–847

—Operations Group, 3–13–80.

UNIFORM PROGRAM—LICENSED VENDOR LISTING

Each of the following uniform vendors has received a vendor's license since distribution of Publication 136, *Licensed Vendor Listing*. These lists must be posted where they are readily available for employee's perusal.

Bedford Corporation	P.O. Box 433	Warrenton	MO 66383
Buddies Men Shop, Inc.	108 Main Street	Luzerne	PA 18709
Fleet Wholesalers Supply, Inc.	P.O. Box 7	Watertown	SD 57201
P. Gordon's Army & Navy Store, Inc.	1126 Main Street	Springfield	MA 01103
Kinney Shoes No. 3232	1429 North Scottsdale Road	Scottsdale	AZ 85257
Lawrence N. Smith, Sr.	3503 Sloan Drive	Kansas City	KS 66104
Penney's	200 Sidney Baker Street	Kerrville	TX 78028
Perinton Square Thom McAn	Rt. 31 & 250	Fairport	NY 14450
R. E. & P., Inc.	2931 Norton Avenue	Everett	WA 98201
Savard Bros., Inc.	134 Captain's Walk	New London	CT 06320
Save More Enterprises	8301 Millwood Drive	Tampa	FL 33615
Shoes Northeast Inc.	12818 Ambaum Blvd.. S.W.	Seattle	WA 98146
The Sole Shop	103 N.W. Miinneapolis	Bend	OR 97701
White Sport & Hobby Shop	813 Hillcrest Drive	Vernon	TX 76384

—Labor Relations Dept., 3–13–80.

ENCOURAGE MAILERS TO ATTACH A SLIP TO ARTICLES ENCLOSED IN PARCELS SHOWING NAME AND ADDRESS OF SENDER AND ADDRESSEE

VACANT REGULAR RURAL ROUTES LISTING NO. 80–14

The vacant rural routes listed below will be posted for bid in accordance with the USPS–NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this POSTAL BULLETIN. Those rural carriers having special bidding rights as defined in the USPS–NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
CENTRAL REGION					
Illinois	Jerseyville	62052	02	37:38 (38S)	71.88
Indiana	Bluffton	46714	03	34:13 (41J)	73.90
	Decatur	46733	04	42:42 (43H)	55.20
	Fort Wayne	46802	04	47:26 (43J)	54.65
	Elizabeth	47117	01	40:10 (40S)	67.80
	Lexington	47138	02	42:33 (43H)	69.65
	New Albany	47150	01	47:31 (44J)	39.20
Iowa	Hamburg	51640	02	45:25 (45H)	122.35
Kansas	Junction City	66441	01	50:22 (46H)	82.10
	Vermillion	66544	01	40:36 (41H)	120.70
	Independence	67301	02	44:05 (44H)	87.70
	Ulysses	67880	03	40:01 (40S)	104.90
Kentucky	Bedford	40006	03	43:17 (43H)	88.90
	Cave City	42127	01	44:50 (45H)	70.80
Minnesota	Delano	55328	02	47:25 (40K)	56.75
	Glencoe	55336	01	49:44 (46J)	90.15
	Rogers	55374	03	43:55 (44H)	49.90
	Minnesota City	55959	01	52:16 (44K)	60.90
	St. James	56081	03	41:57 (42H)	100.65
	Luverne	56156	03	42:53 (42H)	105.10
Missouri	Oak Ridge	63769	01	45:21 (45H)	94.45
	Oran	63771	02	34:25 (34S)	90.40
	Perryville	63775	07	49:29 (45J)	80.10
	Holden	64040	02	35:42 (36S)	87.20
	Kansas City	64108	02	41:37 (42H)	22.10
	Spickard	64679	02	38:46 (39S)	111.60
	Greenfield	65661	01	34:23 (34S)	79.70
	Wheatland	65779	01	56:33 (47K)	108.50
Nebraska	Aurora	68818	02	39:22 (39S)	81.35
Ohio	Jeromesville	44840	02	32:01 (32H)	56.00
	Eaton	45320	04	43:06 (43H)	66.78
Wisconsin	Cedarburg	53012	04	39:10 (39H)	24.50
	Hayward	54843	08	37:53 (38H)	59.10
	Hancock	54943	02	36:48 (37S)	94.00
EASTERN REGION					
New Jersey	Medford	08055	09	35:16 (35S)	18.90
New York	Rome	13440	01	44:38 (45H)	41.50
	Elmira	14901	01	46:36 (43J)	37.40
Pennsylvania	Stoystown	15563	01	32:51 (33S)	43.80
	Hollsopple	15935	01	42:33 (43H)	52.25
	Titusville	16354	03	42:11 (42H)	62.20
	Carlisle	17013	06	46:25 (46H)	41.10
	Middletown	17057	01	42:44 (43H)	37.40
	Perkiomenville	18074	01	46:26 (46H)	49.80
	Chester Springs	19425	01	52:34 (44K)	41.00
Virginia	Charlottesville	22906	02	48:17 (44J)	45.80
	Roseland	22976	01	45:12 (45H)	74.90
	Virginia Beach	23456	05	49:25 (41K)	53.00
NORTHEAST REGION					
Maine	Brooks	04921	01	33:16 (33S)	69.05
	South Berwick	03908	01	44:30 (45H)	54.90
New Hampshire	Barrington	03825	02	47:25 (43J)	49.95
New York	Gansevoort	12831	02	65:18 (48K)	42.50
	Poughkeepsie	12601	01	56:16 (47K)	33.00
SOUTHERN REGION					
Alabama	Somerville	35670	01	45:00 (41J)	87.00
	Ft. Payne	35967	07	53:24 (45K)	99.00
Arkansas	Louann	71751	01	28:37 (29S)	68.00
	Perryville	72126	01	38:08 (38S)	77.25
	Vilonia	72173	01	44:08 (44H)	86.10
	Rogers	72756	03	45:02 (41J)	82.90
	Booneville	72927	01	45:38 (42J)	103.85
Florida	Jasper	32052	03	46:45 (43J)	113.95
	Oklawaha	32679	02	48:05 (40K)	49.83
	Hobe Sound	33455	04	42:29 (42H)	26.87
	Lake Worth	33461	03	46:32 (43J)	31.20
	do	33461	02	35:45 (36S)	31.85
	do	33461	01	46:20 (42J)	57.30
	Ft. Myers	33903	06	50:33 (46J)	35.00
	do	33908	22	39:55 (40H)	42.00
	do	33904	26	36:23 (36S)	47.60
Georgia	Tucker	30084	04	54:00 (45K)	18.30
	Winston	30187	01	47:42 (44J)	65.05
	Ellijay	30540	03	42:18 (42H)	74.65
	Grovetown	30813	02	41:38 (42H)	51.25
	Ft. Valley	31030	03	49:55 (42K)	104.70
	Hawkinsville	31036	03	50:31 (42K)	107.55
	Brinson	31725	01	35:55 (36S)	82.40
	Preston	31824	01	35:21 (35S)	108.30
	Moultrie	31768	07	42:08 (42H)	45.60
Louisiana	Elton	70532	01	46:34 (43J)	114.00
Mississippi	Plantersville	38862	01	46:33 (43J)	68.65
	Raymond	39154	01	44:50 (45H)	85.89
	Philadelphia	39350	08	41:40 (42H)	103.35
	Gulfport	39503	01	47:27 (43J)	53.40
	do	39503	02	49:17 (41K)	83.00
	do	39503	06	48:32 (40K)	12.90
	do	39503	10	40:22 (40H)	21.25
	do	39503	11	40:58 (41H)	21.60
	Tylertown	39667	04	41:54 (42S)	98.70
	Woodland	39776	01	44:49 (45H)	102.70
Oklahoma	Kingfisher	73750	01	44:30 (45H)	87.13
	Tulsa	74101	10	45:04 (41J)	39.20
	do	74101	14	39:51 (40H)	35.80
South Carolina	Goose Creek	29445	18	42:47 (42H)	14.20
	Mullins	29574	01	45:56 (46H)	74.85
	Hartsville	29550	01	46:00 (42J)	61.30
Tennessee	McKenzie	38201	03	40:09 (40S)	71.15
	Lawrenceburg	38464	01	42:51 (43H)	82.50
Texas	McKinney	75069	06	45:36 (42J)	46.80
	Midway	75852	01	35:48 (36S)	98.15
	Navasota	77868	02	40:15 (40S)	82.25
	Floresville	78114	04	50:54 (42K)	107.95
	Floydada	79235	01	39:06 (39S)	100.65
	do	79235	02	45:27 (45H)	134.35
WESTERN REGION					
California	Ontario	91761	04	45:22 (42J)	44.05
	Paso Robles	93446	01	37:03 (37S)	62.80
	Kingsburg	93631	02	50:51 (46J)	76.16
	Madera	93637	02	41:55 (42H)	77.25
	do	93637	06	43:02 (43H)	94.20
	Fresno	93706	02	51:50 (43K)	46.60
	Los Gatos	95030	01	49:21 (41K)	52.70
Washington	Lynden	98264	04	55:28 (46K)	49.60

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*The "Route Classification and Evaluation" published in this POSTAL BULLETIN may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

—Labor Relations Dept., 3-13-80.

MISSING OR STOLEN U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Insert any interim notices in sequence.
A. New Style. (Listed below). The actual serial numbers consist only of the first 10 digits. Destroy the PB 21235 article.
B. Old Style. The listing from PB 21148 is still valid. **C. Counterfeit.** The listing from PB 21190 is still valid.

165 705 7000 to 7999
167 061 1632 to 1699
167 982 3712 to 3799
173 960 5125 to 5699
190 137 2592 to 2699
193 273 8600 to 8999
194 519 7600 to 8099
195 263 7000 to 8999
195 322 5400 to 5699
197 427 0113 to 0149
198 354 3000 to 3099
199 567 1359 to 1999
203 297 6000 to 7499
203 619 3700 to 3999
203 851 6800 to 6899
203 977 4500 to 4775
204 108 8000 to 9999
206 493 4600 to 4799
206 793 5600 to 6499
208 287 8700 to 8899
208 385 5000 to 6999
209 728 2600 to 3099
210 176 8200 to 8599
210 868 4500 to 4699
211 238 0459 to 0999
211 436 5608 to 5699
211 527 2600 to 3099
211 682 3100 to 3599
213 123 9827 to 9999
213 578 4229 to 4399
213 822 5800 to 6299
214 158 2955 to 2999
214 159 4800 to 4999
215 532 5100 to 5399
215 538 0200 to 0499
216 678 6072 to 6999
217 210 7100 to 7299
217 241 5400 to 5799
217 268 2574 to 2699
217 667 3400 to 3599
217 672 4200 to 4599
217 902 4181 to 4299
218 755 4591 to 4699
220 350 0000 to 0999
221 371 4600 to 4999
221 626 2100 to 2299
221 661 5318 to 5499
222 224 8100 to 8499
222 536 2000 to 2299
224 057 4061 to 4299
224 206 6395 to 6499
224 554 9830 to 0399
225 268 1655 to 1799
225 711 9700 to 9999
225 712 0000 to 0999
225 767 2000 to 2299
226 904 0500 to 0599
227 097 4600 to 4699
227 254 9800 to 0099
227 611 4000 to 4599
228 660 5976 to 5999
229 117 4866 to 4999
229 346 9900 to 9999
229 434 3500 to 3599
229 531 9700 to 9899
229 563 1918 to 1999
229 576 1732 to 1799
229 576 1800 to 1899
229 585 4570 to 4599
230 406 2975 to 2999
230 577 6515 to 6599
230 826 8683 to 8799
231 126 6475 to 6499
231 147 0883 to 1499
231 525 7893 to 7999
231 651 8280 to 8299
231 725 2789 to 2799
231 770 2751 to 2762
231 873 7928 to 7999
232 295 7249 to 7599
232 319 6535 to 6599
232 426 6620 to 6699
232 665 0292 to 0399
233 262 7907 to 7999
233 407 5872 to 5899
233 453 8902 to 8929
233 516 6100 to 6199
233 638 1200 to 1799
233 845 9000 to 9099
234 031 6456 to 6999
234 064 8437 to 8499
234 261 4500 to 4599
234 431 3655 to 3699
234 500 2944 to 2999
234 659 4000 to 4199
234 659 8700 to 8999
234 742 1948 to 1999
234 802 1060 to 1199
234 997 1000 to 1599
235 254 2060 to 2099
235 439 6181 to 6299
235 644 7061 to 7099
235 925 8767 to 8799
236 145 5082 to 5099
236 388 4842 to 5099
236 467 6573 to 6599
236 566 2555 to 2599
236 576 9520 to 9599
236 656 6422 to 6499
236 755 8000 to 8099
236 937 5803 to 5999
236 941 5400 to 5499
237 413 7500 to 7599
237 423 4111 to 4199
237 457 5600 to 5699
237 457 5800 to 5899
237 574 8657 to 8799
237 702 6823 to 6899
237 702 6921 to 6999
238 165 7700 to 7799
238 169 7587 to 7599
238 377 4508 to 4599
238 377 4607 to 4699
238 586 3100 to 3299
239 199 0700 to 1099
239 204 9916 to 9999
239 481 4728 to 4799
239 549 7116 to 7499
239 575 2000 to 2199
239 596 4800 to 4999
239 640 5708 to 5728
239 724 1489 to 1499
239 985 7000 to 7499
240 042 3151 to 3169
240 108 6501 to 6599
240 252 6400 to 6899
240 256 2900 to 3199
240 559 4363 to 4399
240 639 3561 to 3599
240 855 7000 to 7099
240 901 5900 to 5999
241 081 9274 to 9299
241 224 7209 to 7299
241 685 5124 to 5199
241 694 1800 to 1899
241 753 7766 to 7799
241 902 2600 to 2799
242 021 2262 to 2499
242 327 4984 to 4999
242 576 1609 to 1699
242 585 4155 to 4299
242 591 4500 to 4699
242 605 0000 to 0999
242 621 8314 to 8399
242 781 0789 to 0799
242 816 1337 to 1399
243 112 4109 to 4120
243 228 7200 to 7499
243 766 6730 to 6799
243 805 0000 to 0299
243 906 7800 to 8199
244 299 2000 to 2199
244 366 8800 to 8899
244 381 3024 to 3099
244 525 0719 to 0799
244 657 7700 to 7899
244 678 2333 to 2499
244 742 7748 to 7799
244 743 7100 to 7399
244 895 5575 to 5599
245 103 9300 to 9399
245 103 9400 to 9499
245 118 6754 to 6768
245 279 1420 to 1499
245 279 1510 to 1599
245 591 1626 to 1799
245 695 0346 to 0399
245 973 2677 to 2699
246 076 7300 to 7399
246 155 4048 to 4099
246 155 5000 to 5499
246 402 6511 to 6599
246 608 6300 to 6399
246 609 9545 to 9799
246 741 2082 to 2099
246 816 2600 to 2699
246 973 1372 to 1399
247 012 0500 to 0599
247 066 9300 to 9399
247 113 5635 to 5699
247 490 1960 to 1999
247 490 2086 to 2099
247 497 4000 to 4099
247 544 0200 to 0214
247 575 4400 to 4499
247 929 6417 to 6799
247 983 1511 to 1899
248 120 4322 to 4399
248 244 7246 to 7299
248 317 7624 to 7699
248 397 2163 to 2199
248 423 4864 to 4999
248 440 7916 to 7971
248 718 7317 to 7399
249 680 4872 to 4899
249 945 6900 to 6999
249 996 6000 to 6099
249 996 6300 to 6499
250 452 4971 to 4999
250 483 0600 to 0699
250 547 7046 to 7099
250 565 7029 to 7099
250 833 7200 to 7399
250 951 4340 to 4363
250 991 9778 to 9799
251 518 6281 to 6399
251 964 6056 to 6199
252 171 2041 to 2056
252 206 2101 to 2199
252 235 4400 to 4499
252 235 4581 to 4899
252 432 6988 to 6999
252 891 1159 to 1199
253 175 2670 to 2699
253 293 5931 to 5940
253 446 4033 to 4099
253 547 6013 to 6049
253 547 6054 to 6099
253 747 6924 to 6999
254 107 8590 to 8599
254 107 8913 to 8999
254 259 8867 to 8899
254 259 8951 to 9099
255 276 0949 to 0999
259 227 0000 to 1499
259 745 1300 to 1499
800 502 3000 to 3999
800 941 7900 to 7999
801 278 3600 to 3999
801 579 6056 to 6098
801 629 1900 to 1999
802 029 5199 to 8999
802 265 0575 to 1999
802 774 0000 to 4999

Warning Notice—Unrecovered Stolen Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)

The following money orders are void and should not be cashed: (1) All card type orders. (2) New style orders 000,000,001—199,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, KIA OB1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21235 article.

200,400,512 to 0,600
200,467,313 to 7,500
201,328,601 to 9,300
201,963,699 to 3,800
201,980,250 to 0,299
202,545,957 to 6,000
207,218,569 to 8,600
208,872,242 to 2,257
209,190,001 to 5,000
210,301,801 to 2,000
210,835,285 to 5,300
210,935,633 to 5,700
212,900,201 to 0,300
213,345,001 to 5,100
213,504,865 to 5,000
216,823,954 to 4,000
217,621,979 to 2,100
217,622,401 to 2,800
218,660,066 to 0,700
219,494,026 to 4,130
219,692,001 to 2,100
224,126,989 to 7,100
226,781,246 to 1,400
226,073,655 to 3,700
227,129,004 to 9,400
227,564,701 to 4,800
229,000,595 to 0,600
229,083,686 to 3,700
229,428,120 to 8,300
230,004,990 to 5,200
230,143,701 to 4,000
231,387,001 to 7,500
234,067,232 to 7,300
235,833,783 to 3,800
237,386,845 to 7,000
238,758,669 to 8,730
239,162,130 to 2,200
239,863,796 to 3,870
239,864,826 to 4,900
240,362,301 to 2,600
241,535,801 to 6,000
242,545,470 to 5,800
242,917,801 to 8,000
243,920,027 to 0,100
244,343,084 to 3,100
244,583,557 to 3,600
245,740,589 to 0,600
245,767,347 to 7,400
247,636,179 to 6,200
247,649,190 to 9,200
247,760,081 to 0,100
250,442,960 to 3,000
252,160,301 to 0,393
252,494,635 to 4,700
253,094,279 to 4,400
253,181,800 to 1,900
253,641,268 to 1,300
254,680,851 to 0,900
259,412,918 to 2,954
261,707,201 to 7,400
261,766,701 to 6,800
262,740,206 to 0,300
263,414,901 to 5,800
264,474,080 to 4,300
266,472,561 to 2,860
268,746,401 to 6,500
270,677,679 to 7,696
272,291,501 to 1,600
274,450,824 to 0,900
274,873,716 to 4,100
275,288,303 to 8,700
278,286,361 to 6,400
278,737,201 to 7,300
278,846,365 to 6,600
282,204,343 to 4,700
282,909,819 to 9,900
284,943,445 to 3,500
285,397,992 to 8,400
286,837,601 to 7,900
288,349,047 to 9,500
288,657,574 to 7,600
291,853,923 to 3,969
295,946,650 to 6,661
296,077,001 to 7,053
296,077,201 to 7,300
297,173,660 to 3,900
297,213,342 to 3,500
297,444,801 to 5,500
297,700,501 to 0,700
298,072,101 to 2,600
299,902,655 to 2,700
305,253,101 to 3,600
306,165,495 to 5,500
306,698,463 to 8,500
306,933,345 to 3,400
307,200,601 to 1,000
307,806,061 to 6,100
310,917,957 to 8,100
310,956,020 to 6,200
311,577,901 to 8,100
311,994,658 to 4,700
314,162,132 to 2,200
315,105,301 to 5,500
315,788,118 to 8,140
317,630,301 to 0,400
321,087,737 to 7,800
321,272,306 to 2,400
321,489,229 to 9,300
322,180,820 to 1,000
323,294,360 to 4,400
323,296,838 to 6,856
323,297,695 to 7,730
323,485,231 to 5,240
323,997,101 to 7,400
326,023,246 to 3,300
328,436,401 to 6,500
331,892,798 to 3,000
332.069,432 to 9,500
336,646,801 to 7,300
336,661,265 to 1,500
336,825,701 to 7,000
336,909,925 to 0,000
337,395,212 to 5,300
338,038,706 to 8,800
338,891,701 to 2,200
339,519,801 to 9,900
339,735,184 to 5,200
340,711,001 to 3,000
341,462,701 to 2,900
343,703,708 to 3,900
343,760,901 to 1,000
343,945,919 to 5,940
344,536,201 to 6,400
344,821,230 to 1,297
344.854,601 to 4,700
345,299,801 to 9,900
345,986,501 to 6,600
347,238,201 to 8,300
347,975,946 to 5,959
348,086,296 to 6,300
348,190,501 to 0,900
349,779,757 to 9,800
351,452,949 to 3,000
351,490,001 to 0,600
353,461,741 to 1,800
355,360,601 to 1,000
357,010,401 to 0,500
357,339,409 to 9,455
358,180,401 to 0,600
359,269,750 to 9,790
359,547,122 to 7,150
359,790,481 to 0,540
359,791,901 to 1,920
359,994,676 to 4,700
374,988,860 to 8,880

UNITED STATES POSTAL SERVICE
WASHINGTON, D.C. 20260
OFFICIAL BUSINESS

PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE, $300

U.S.MAIL

FIRST CLASS

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21237

postal bulletin

PB 21237—March 20, 1980—12 Pages

The Census: They're Counting on Us

During the months of March and April, the U.S. Postal Service will be deeply involved with the 1980 Census. This census—the 20th conducted since 1790—will be vitally important, because our nation now uses census data to an unprecedented extent.

This year's census will be the largest in the nation's history, and at the same time, it will represent one of the largest mailings we have ever handled.

Among other things, the data collected will be used to reapportion seats in the U.S. House of Representatives and to assist in the distribution of some $50 billion in Federal allocations to states and localities.

In addition, given the importance and high visibility of the census, it will be an opportunity for us to demonstrate to the American public how efficiently we perform day in and day out. Government mail constitutes a significant portion of our volume and is, like commercial mail, subject to inroads from private deliverers. This is a big chance to show we deserve to keep that volume. Hopefully, too, our performance will also prompt more government agencies to allow us to serve them on a reimbursable basis.

Therefore I urge all postal employees to be extra diligent in working on the 1980 Census. It is vitally important that the questionnaires be delivered to all 86 million housing units in the United States on time, and that the address-checking we have been asked to do be undertaken with care and accuracy.

In your role as a private citizen, your own household also will receive a census questionnaire in the mail. Please make sure you answer all the questions and either return the questionnaire by mail or hold it for a census-taker to pick up, depending on the instructions.

We can all help make the 1980 Census a success. I know I can count on all postal employees to do the best job possible.

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William F. Bolger
Postmaster General

1980 Census

Friday, March 28, 1980, is Census Delivery Day. Census mailing pieces for delivery on tri-weekly routes delivered on Tuesday, Thursday, and Saturday must be delivered on Thursday, March 27, 1980. All other census mailing pieces must be delivered on Friday, March 28, 1980.—*Delivery Services Dept., 3–20–80.*

Correction

Postmaster Replacement

Postal Bulletin 21236 (3–13–80), outlined the new policy for Postmaster Relief and Leave Replacement in EAS–A through EAS–15 offices where no career clerical positions are assigned. The effective date listed was April 5, 1980. The *new* effective date is May 3, 1980. All modifications outlined will be effective May 3, 1980.—*Operations Group, 3–20–80.*

International Express Mail—Taiwan

Postal Bulletin 21199 (7–19–79), announced that due to a restriction imposed by the postal administration of Taiwan, International Express Mail items **to** Taiwan could not exceed $200 in value. The postal administration of Taiwan has now agreed to accept International Express Mail items containing merchandise or other dutiable articles with an aggregate value up to **$250.**

Effective immediately, customers may send International Express Mail items having an aggregate value of up to **$250** to Taiwan.

In addition, the *service area* for Custom Designed and On Demand International Express Mail to Taiwan has been expanded to include: Changhwa, Chiayi, Chungli, Fengshan, Fengyuan, Hsinchu, Hsinchuang, Hsintien, Hsinying, Hualien, Ilan, Kangshan, Keelung, Miaoli, Mucha, Panchiao, Peitou, Pingtung, Taipei, Taichung, Tainan, Taoyuan, Touliu, Yuanlin and Kaohsiung.

A future revision to Publication 42, *International Mail,* will reflect this information.—*Rates & Classification Dept., 3–20–80.*

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P 1.3:

Return Census Questionnaires

On March 28, 1980, the Postal Service will deliver the 1980 census mailing to 83 million households. The Bureau of the Census will conduct an extensive advertising campaign to have the completed census questionnaires returned by April 1, 1980. While we expect the majority of the completed questionnaires to be placed in the mailstream between March 31 and April 11, all facilities should be prepared for a heavy volume of mail on April 1.

The design of the return questionnaire envelope *will not permit them to be machine processed.* To reduce overall piece handlings and provide the Census District Offices a constant mail volume on regularly scheduled deliveries during the heavy return period, observe the following instructions where practical:

a. Instruct collection personnel to pull out as many return census questionnaires as possible and place those questionnaires into separate equipment (trays, sacks, hampers, etc.).

b. Instruct carriers to separate the return census questionnaires from the mail collected and place the mail into separate equipment (trays, sacks, hampers, etc.).

A. Associate offices, stations, and branches: place census questionnaires into separate equipment (trays, sacks, hampers, etc.) before they are returned to the sectional center or mail processing center.

Associate offices, stations, and branches performing outgoing distribution: sort the return questionnaires by unique census district office ZIP Codes. (The unique ZIP Code is located on the lower portion of the return label.) Mark all equipment used so that the questionnaires maintain that identity throughout the distribution system. This prevents the mail from being reworked at the sectional centers or mail processing centers.

B. Sectional centers (SCs) and mail processing centers (MPCs): place empty equipment (trays, hampers, pouch racks) by the culling belts for 010 employees to place the return questionnaires into. This procedure eliminates additional piece handlings downstream and reduces jams in the canceling system. (The return questionnaires are very close to ¼-inch in thickness.)

SCs and MPCs serving **only one** Unique Census District ZIP Code: tray, pouch, or hamper all questionnaires as they are received. Riffle questionnaires after traying or before sacking or hampering to be sure the equipment contains only questionnaires for a single unique census district office ZIP Code.

SCs and MPCs serving **more than one** unique census district office ZIP Code: establish separate cases to distribute the mail to the various ZIP Codes. If space permits, postal facilities should perform direct distribution to equipment (trays, sacks, hampers, etc.). This eliminates the sweeping operation.

SCs and MPCs handling **large volumes** of mail for unique census district office ZIP Codes outside their delivery area: establish separate holdouts if density warrants. (This situation primarily exists in metropolitan areas.) If volumes do not support a separate holdout, the return Census Questionnaires are to flow within the first-class mail distribution network.

C. General

If an office dispatches the questionnaires in roll-on/roll-off equipment, the office must ensure that other postal facilities and Census District Office(s) have the capability to receive the mail in that equipment.

Postal facilities must maintain close coordination with Census District Offices to ensure that Postal equipment is emptied and returned in a timely manner.

The Sectional Center Census Coordinators must ensure that Mail Processing and Delivery personnel are aware of the scheduled deliveries and locations of the Census District Offices.

Proper handling of the return Census Questionnaires will be beneficial to the Postal Service and to the Census Bureau.—*Mail Processing and Delivery Services Depts., 3–20–80.*

Wanted Circulars Canceled

Destroy the wanted circulars issued October 29, 1979, for **Lawrence Edward Eyrich;** and October 31 for **Irving H. North.**—*Inspection Service, 3–20–80.*

DMM Revision

Machinable Parcels

Domestic Mail Manual 128.4 has been revised to reflect present processing procedures at bulk mail centers. Under certain conditions, soft goods wrapped in paper or plastic bags, as well as enveloped printed matter, will qualify as machinable parcels. Effective immediately, 128.4 is revised as follows:

1. 128.42 and 128.43 are renumbered as 128.44 and 128.45.

* * * * *

2. A new 128.42 is added:

.42 Soft Goods in Paper Bags or Plastic Bags. Soft goods wrapped in paper bags or plastic bags are machinable provided:

a. All other machinability criteria of 128.4 are met, and

b. The parcels conform to the packaging requirements and guidelines of 121.74 for soft goods.

* * * * *

3. A new 128.43 is added:

.43 Enveloped Printed Matter. Enveloped printed matter weighing up to five pounds is machinable providing:

a. All other machinability criteria of 128.4 are met, and

b. The parcels conform to the packaging requirements of 121.325.

* * * * *

4. New sections 128.45*d–f* are revised to read:

d. Enveloped materials not reinforced with tape or not meeting the requirements of 128.43.

e. Articles not securely packaged.

f. Unpackaged articles.

—*Rates & Classification Dept., 3–20–80.*

DMM Revision

Addressee Unknown

The endorsement **Addressee Unknown,** listed in Exhibit 159.14, Domestic Mail Manual (DMM), is replaced effective immediately by the endorsement **Attempted—Not Known.** The new endorsement more accurately reflects that delivery efforts were made before the mailing piece was returned. Until this revision is incorporated in the DMM, write the new endorsement on Exhibit 159.14.—*Rates & Classification Dept., 3–20–80.*

Rural Routes—Special Equipment Maintenance Allowance

The January 1980, national average price per gallon for no-lead regular gasoline, which was released by the Bureau of Labor Statistics on February 22, 1980, was $1.131. Therefore, in accordance with the provisions of Article 30.1.G.3, of the *USPS–NRLCA 1978 National Agreement*, the rural letter carrier equipment maintenance allowance shall be increased from 24.5¢ to 25¢ per mile, or major fraction of a mile scheduled per day, or $10.00 per day, whichever is greater.

Auxiliary Rural Assistants (Des. 78) and Auxiliary Rural Carriers (Des. 77) shall be paid an equipment maintenance allowance (EMA) of 25¢ per mile or a minimum of $3.10 per hour, whichever is greater, but not to exceed the amount provided by the special chart for the route stops and miles.

The EMA Schedule on pages 4 and 5 of this POSTAL BULLETIN supersedes all previously published EMA Schedules. The aforementioned changes in the EMA are effective March 8, 1980 (PP7–80).—*Office of Compensation, 3–20–80.*

New Furniture

On February 27, 1980, the Office of Management and Budget imposed a new freeze on furniture purchases by Executive Branch departments and agencies. A previous moratorium by the General Services Administration was described in POSTAL BULLETIN 21216 (10–25–79).

While legally neither of these Orders now applies to the Postal Service, we support this government-wide effort to control new furniture expenses. Therefore, to support the Postal Service's use of excess property as the first source of supply in meeting requirements, strict control will be maintained on all new furniture procurements from GSA or FSS schedule contracts. Until the OMB/GSA freeze is lifted, all field requests for new furniture in federal supply classes 7105, 7110, 7125, and 7195 must be approved by the district manager. The Group/Department Head must approve all orders for new furniture required by Headquarters or its organizations.—*Procurement & Supply Dept., 3–20–80.*

Supply Item Discontinued—Time Computer

To reduce overall costs of stocking slow moving items, supply item 0422, Time Computer, used in preparing Form 4569, *Vehicle Use Plan*, will be discontinued. The Office of Fleet Management suggests using a linear rule and a calculator as a time computer with Form 4569 when stocks are exhausted.

Limited stocks of Item 0422 are still available at both area supply centers and requisitions will be filled as long as the supply lasts. Above changes will be reflected in the next revision of Publication 24, *Supply Catalog.—Procurement & Supply Dept., 3–20–80.*

All Postmasters & Accident Investigators

Processing Tort Claims

Procedures for processing tort claims as outlined in Handbook M–19, *Accident Investigation Tort Claims*, 162, are changed as follows:

162 PROPERTY DAMAGE CLAIMS FOR $1,000 OR LESS (NO PERSONAL INJURY TO PRIVATE PARTIES)

162.1 Date and initial a tort claim as soon as it is received at the post office. Analyze the claim, review the accident report file and complete all items that could not be completed prior to receiving the claim. Refer the tort claim file to the MSC accident investigator who will acknowledge receipt of the claim by letter to the claimant, review the claim and complete the investigation.

162.2 Associate office accident investigators at post offices will submit the complete file to the MSC accident investigator within three working days of the date of receipt of the SF–95.

162.3 A copy of all documents forwarded to the MSC accident investigator will be retained in the originating office.

162.4 Associate office accident investigators should seek the advice and assistance of the MSC accident investigators in conducting their investigations and processing claims.

162.5 The MSC accident investigators will review accident files and claims received from associate offices to make sure they are complete and accurate and that the recommended action is supported by the evidence. Any differences and discrepencies would be reconciled with the associate office.

162.6 The MSC accident investigator should complete action on the tort claim file and send it to the PDC for adjudication within two weeks from the date the claim was received at the associate office.

—*Delivery Services Dept., 3–20–80.*

Suspended Sales of 1980 Summer Olympic Items

All postmasters should have been notified by their management sectional center to remove from sale all stamps and philatelic products related to the 1980 Summer Olympics. The affected stamps and products:

Item No.	*Description*
475	15-Cent Summer Olympic Block of Four Stamps
474	10-Cent Decathlon Stamp
476	31-Cent High Jumper Airmail Stamp
224	22-Cent Discus Aerogramme
664	15-Cent No. 63/4 Soccer Plain Stamped Envelope
164	15-Cent No. 10 Soccer Plain Stamped Envelope
241	21-Cent Gymnast Airmail Postal Card
210	10-Cent Sprinter Postal Card
940	$7.50 Olympic Mint Set
943	$2.50 Olympic Sports Stamp Prints—Summer Set
946	$2.00 Summer Olympics Poster

Lobby poster 423, Winter Olympics commemorative stamps, is no longer authorized for lobby display and should be removed immediately. The 24″ x 36″ full color poster features the block of four Winter Olympics Stamps, Olympics postal cards, the Olympics embossed stamped envelope and the Olympics aerogramme, and has the headline, *The Post Office keeps going to the Olympics.*

Postmasters make sure the above listed items are removed from stamp credits at all stamp windows, philatelic centers, and other retail outlets. These items will be returned to the main stock of each post office and held until further instructions are issued.

The sale of the 1979 Mint Set is not affected by this order. This item will continue to be sold at all locations.—*Customer Services Dept., 3–20–80.*

SPECIAL EQUIPMENT MAINTENANCE ALLOWANCE SCHEDULE - RURAL ROUTES
MAXIMUM NUMBER OF STOPS ON ROUTE
EFFECTIVE MARCH 8, 1980 (PP7-80)

MILES STOPS =	*0260**	0280**	0300**	0320**	0340**	0360**	0380**	0400**	0420**	0440**	0460**	0480**	0500**	0520**	0540**	0560**	0580**	0600**	0620**
8						10.10	10.20	10.30	10.40	10.50	10.60	10.70	10.80	10.90	11.00	11.10	11.20	11.30	11.40
9					10.10	10.20	10.30	10.40	10.50	10.60	10.70	10.80	10.90	11.00	11.10	11.20	11.30	11.40	11.50
10				10.10	10.20	10.30	10.40	10.50	10.60	10.70	10.80	10.90	11.00	11.10	11.20	11.30	11.40	11.50	11.60
11			10.10	10.20	10.30	10.40	10.50	10.60	10.70	10.80	10.90	11.00	11.10	11.20	11.30	11.40	11.50	11.60	11.70
12		10.10	10.20	10.30	10.40	10.50	10.60	10.70	10.80	10.90	11.00	11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80
13	10.10	10.20	10.30	10.40	10.50	10.60	10.70	10.80	10.90	11.00	11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90
14	10.20	10.30	10.40	10.50	10.60	10.70	10.80	10.90	11.00	11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00
15	10.30	10.40	10.50	10.60	10.70	10.80	10.90	11.00	11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10
16	10.40	10.50	10.60	10.70	10.80	10.90	11.00	11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20
17	10.50	10.60	10.70	10.80	10.90	11.00	11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30
18	10.60	10.70	10.80	10.90	11.00	11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40
19	10.70	10.80	10.90	11.00	11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50
20	10.80	10.90	11.00	11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60
21	10.90	11.00	11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70
22	11.00	11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80
23	11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90
24	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00
25	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10
26	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20
27	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30
28	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40
29	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50
30	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60
31	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70
32	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80
33	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90
34	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00
35	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10
36	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20
37	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30
38	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40
39	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50
40	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60
41	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70
42	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80
43	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90
44	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00
45	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	
46	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00		
47	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00			
48	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00				
49	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00					
50	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00						
51	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00							
52	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00								
53	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00									
54	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00										
55	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00											
56	14.40	14.50	14.60	14.70	14.80	14.90	15.00												
57	14.50	14.60	14.70	14.80	14.90	15.00													
58	14.60	14.70	14.80	14.90	15.00														
59		14.80	14.90	15.00															

SPECIAL EQUIPMENT MAINTENANCE ALLOWANCE SCHEDULE - RURAL ROUTES
MAXIMUM NUMBER OF STOPS ON ROUTE
EFFECTIVE MARCH 8, 1980 (PP7-80)

MILES	STOPS = 0640	0660	0680	0700	0720	0740	0760	0780	0800	0820	0840	0860	0880	0900	0920	0940	0960	0980	1000
8	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30
9	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40
10	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50
11	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60
12	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70
13	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80
14	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90
15	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00
16	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10
17	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20
18	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30
19	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40
20	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50
21	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60
22	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70
23	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80
24	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90
25	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00
26	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	
27	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00		
28	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00			
29	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00				
30	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00					
31	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00						
32	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00							
33	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00								
34	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00									
35	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00										
36	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00											
37	14.40	14.50	14.60	14.70	14.80	14.90	15.00												
38	14.50	14.60	14.70	14.80	14.90	15.00													
39	14.60	14.70	14.80	14.90	15.00														
40	14.70	14.80	14.90	15.00															
41	14.80	14.90	15.00																
42	14.90	15.00																	
43	15.00																		

VACANT REGULAR RURAL ROUTES LISTING NO. 80–15

The vacant rural routes listed below will be posted for bid in accordance with the USPS–NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this POSTAL BULLETIN. Those rural carriers having special bidding rights as defined in the USPS–NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
CENTRAL REGION					
Illinois	Waukegan	60085	02	44:19 (44H)	19.55
	Lindenwood	61049	01	33:11 (33S)	72.70
	Sadorus	61872	01	42:21 (42S)	101.45
	Springfield	62708	06	46:09 (46H)	37.29
	Eldorado	62930	08	41:06 (41H)	47.95
Indiana	Nappanee	46550	03	42:23 (43H)	46.62
	Plymouth	46563	06	47:31 (44J)	58.76
	Churubusco	46723	03	41:11 (41H)	47.55
	Fort Wayne	46802	09	56:34 (47K)	47.05
Iowa	Earlham	50072	01	43:25 (43H)	55.00
	Fredricksburg	50630	01	40:51 (41S)	85.98
	New Market	51646	01	41:53 (42H)	108.40
	Iowa City	52240	04	42:43 (43H)	69.70
	Albia	52531	02	39:04 (39S)	80.00
Kansas	Yates Center	66783	04	42:16 (42S)	136.45
	Kingman	67068	01	38:33 (39S)	92.75
	Rago	67128	01	40:53 (41S)	121.73
	Hoisington	67544	02	34:58 (35S)	100.23
	Larned	67550	01	41:30 (42S)	106.73
Kentucky	Annville	40402	01	51:45 (43K)	111.65
	London	40741	11	34:36 (35S)	67.35
	Hazard	41701	02	50:55 (46J)	93.10
Michigan	Almont	48003	02	35:58 (36H)	40.25
	Ann Arbor	48106	02	45:17 (42J)	48.00
	Brighton	48116	12	41:00 (41H)	23.45
	Clare	48617	01	58:12 (44K)	74.79
	Midland	48640	05	45:20 (42J)	64.15
	Roscommon	48653	01	55:04 (46K)	73.12
	Millington	48746	02	47:06 (42J)	52.75
	Omer	48749	01	46:07 (46H)	101.82
	Charlotte	48813	07	51:23 (43K)	49.77
	Elwell	48832	01	40:15 (40S)	62.80
	Holt	48842	02	56:30 (47K)	35.90
	Sidney	48885	01	48:12 (40K)	73.45
	Weidman	48893	02	37:34 (38H)	48.20
	Kalamazoo	49001	15	37:25 (37S)	43.20
	do	49001	16	41:14 (41H)	35.30
	Battle Creek	49016	06	41:02 (42H)	42.50
	Bronson	49028	04	44:44 (45H)	96.00
	Sawyer	49125	01	42:23 (42H)	18.80
	Jackson	49201	08	46:25 (46H)	32.00
	Hillsdale	49242	03	42:07 (42H)	57.00
	Comstock Park	49321	03	45:43 (42J)	10.70
	Rockford	49341	08	42:32 (43H)	60.80
	Holland	49423	04	45:45 (46H)	52.05
	Grand Rapids	49501	08	47:06 (43J)	35.35
	do	49501	09	47:40 (44J)	19.00
	Bellaire	49615	01	40:13 (40S)	79.05
	Central Lake	49622	01	48:48 (41K)	90.66
	Luther	49656	01	46:42 (46H)	122.15
	Elmira	49730	01	38:30 (39S)	100.34
	Petoskey	49770	02	47:01 (43J)	52.75
Minnesota	St. Paul	55124	04	43:15 (43H)	31.45
	Rochester	55901	06	43:15 (43H)	52.10
	Austin	55912	05	46:30 (46H)	84.25
Missouri	Chaffee	63740	01	37:19 (37S)	30.20
	Pleasant Hill	64080	03	47:19 (43J)	33.35
	Kansas City	64108	30	52:17 (44K)	53.90
	Springfield	65801	06	62:40 (48K)	44.50
Nebraska	Western	68464	01	33:42 (34S)	92.78
	Wilber	68465	01	38:42 (39S)	96.29
	Lincoln	68501	11	37:52 (38S)	23.60
	Brainard	68626	01	35:57 (36S)	92.65
	Pierce	68767	01	43:19 (43S)	116.30
	Indianola	69034	01	41:32 (42S)	123.45
Ohio	Port Clinton	43452	02	42:54 (42H)	47.05
	Massillon	44646	07	44:26 (44H)	15.25
	do	44646	08	37:56 (38H)	18.40
	Wheelersburg	45694	02	48:25 (44J)	69.05
	Dexter City	45727	01	30:11 (30S)	86.00
South Dakota	Wakonda	57073	01	30:02 (30S)	107.75
Wisconsin	Twin Lakes	53181	01	41:09 (41H)	29.10
	do	53181	02	41:33 (42H)	37.75
	Columbus	53925	01	45:17 (45H)	92.95
	Hudson	54016	04	39:47 (40H)	12.20
	Menomonie	54751	07	36:42 (36S)	23.20
	Winter	54896	02	30:25 (30S)	76.20
EASTERN REGION					
New York	Fulton	13069	05	55:00 (46K)	38.15
	Oswego	13126	01	40:06 (44J)	55.20
	do	13126	02	51:14 (43K)	29.55
	East Aurora	14052	04	36:45 (37S)	34.05
	Ashville	14710	01	45:55 (46H)	49.05
Pennsylvania	Summerville	15864	01	36:07 (36S)	52.45
	Butler	16001	02	50:26 (46J)	48.10
	Millerton	16936	01	36:01 (36S)	52.00
	Dallastown	17313	01	53:43 (45K)	36.90
	Gettysburg	17325	09	35:41 (36S)	52.90
	Mount Joy	17552	01	49:26 (41K)	37.00
	Danville	17821	01	52:36 (44K)	83.34
	Wilkes Barre	18701	06	46:37 (45J)	42.40
Virginia	Lorton	22079	03	44:47 (41J)	15.45
	Franklin	23851	02	50:21 (46J)	60.90
	Lynchburg	24506	03	48:14 (40K)	64.40
West Virginia	Alderson	24910	02	35:41 (36S)	71.00
	Parkersburg	26101	09	35:43 (36H)	36.70
NORTHEAST REGION					
Rhode Island	East Greenwich	02818	02	40:48 (41H)	26.95
	Pawtucket	02860	03	44:48 (45H)	40.75
	do	02860	06	42:02 (42H)	21.35
	Providence	02904	06	44:28 (45H)	32.30
Maine	Phillips	04966	01	35:25 (35S)	73.00
Connecticut	Coventry	06238	01	51:14 (43K)	32.75
New York	Putnam Station	12861	01	25:54 (26S)	54.96
SOUTHERN REGION					
Alabama	Florence	35630	02	49:10 (44J)	102.15
	Deatsville	36022	01	47:41 (40K)	74.10
	Selma	36701	07	42:23 (43H)	72.20
	Marion Junction	36759	01	42:28 (42S)	109.80
	Auburn	36830	02	48:48 (42J)	83.10
	Salem	36874	01	41:31 (42H)	72.40
Arkansas	Hamburg	71646	01	43:12 (43H)	97.00
	Fordyce	71742	01	46:31 (42J)	98.70
	Prescott	71857	04	42:14 (42S)	90.55
	Batesville	72501	05	48:38 (45J)	74.85
	Fayetteville	72701	03	52:34 (44K)	80.10
	Bentonville	72712	01	48:41 (41K)	90.10
Florida	Jacksonville	32233	23	51:42 (43K)	16.60
	Interlachen	32148	01	45:41 (46H)	70.05
	Quincy	32351	01	48:42 (41K)	87.70
	Pensacola	32506	13	47:04 (43J)	65.80
	Jensen Beach	33457	02	48:61 (41K)	22.35
	Tampa	33602	10	41:12 (41H)	28.21
	Lakeland	33802	03	55:29 (46K)	61.75
	do	33802	09	40:48 (41H)	34.75
Georgia	Keysville	30816	01	37:06 (38S)	88.65
	Pelham	31779	03	50:15 (42K)	92.10
Louisiana	Prairieville	70769	01	36:01 (37S)	35.24
	Baton Rouge	70821	02	44:06 (44H)	26.45
	do	70821	13	46:36 (41K)	36.10
	do	70821	17	43:40 (44H)	47.55
Mississippi	New Albany	38652	03	47:23 (43J)	70.10
	Quitman	39355	01	49:23 (43J)	116.80
North Carolina	Pikeville	27863	02	52:23 (44K)	71.80
	Indian Trail	28079	03	39:34 (40H)	38.00

VACANT REGULAR RURAL ROUTES TO BE POSTED—Continued

State	Name of Post Office	ZIP Code	Route No.	* Route classification and evaluation	Route length
Oklahoma	Porum	74455	01	37:44 (38S)	97.60
	Stilwell	74960	01	51:36 (43K)	106.30
South Carolina	Holly Hill	29059	02	49:41 (41K)	87.20
	Pomaria	29126	01	40:30 (41S)	78.60
	Travelers Rest	29690	02	50:09 (46J)	61.20
Tennessee	Murfreesboro	37130	05	48:07 (44J)	58.60
	Old Hickory	37138	02	43:57 (44H)	22.60
	Whitleyville	38588	01	28:03 (28S)	77.50
	Ooltewah	37363	01	44:35 (41J)	57.75
	Signal Mountain	37377	91	49:09 (41K)	50.99
Texas	Mabank	75147	04	41:26 (41H)	38.45
	do	75147	07	39:06 (39S)	40.40
	Sulphur Springs	75482	64	49:21 (41K)	83.65
	Richland Springs	76871	01	39:45 (40S)	131.12
	Humble	77338	13	40:32 (41H)	33.20
	Magnolia	77355	04	46:54 (43J)	56.45
	do	77355	06	41:30 (42H)	55.30
	Bryan	77801	03	44:06 (44H)	73.60
	Knox City	79529	01	36:16 (36S)	98.30
WESTERN REGION					
Arizona	Phoenix	85026	01	50:59 (42K)	34.75
	Glendale	85301	02	48:41 (41K)	29.50
	Peoria	85345	04	50:51 (42K)	30.57
	Flagstaff	86001	07	45:01 (41J)	32.15
	Lake Havasu City	86403	05	38:02 (38H)	38.20
California	Calistoga	94515	02	47:33 (40K)	31.30
Colorado	Del Norte	81132	01	43:12 (43H)	99.80
Idaho	Ashton	83420	01	28:14 (28S)	64.60
	do	83420	02	34:09 (34S)	100.60
Oregon	Redmond	97756	04	50:52 (42K)	35.30
Utah	Layton	84011	04	42:34 (43H)	25.68
Washington	Dayton	99328	03	37:09 (37S)	109.75

*The "Route Classification and Evaluation" published in this POSTAL BULLETIN may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

—Labor Relations Dept., 3–20–80.

POST OFFICE CHANGES NO. 13

(Supplemental to 1980 National ZIP Code and Post Office Directory.)

Abbreviations: B=Branch. C=City Delivery. Conv.=Converted. CPO=Community Post Office. Disc.=Discontinued. Estab.=Established. F=Finance. Fac.=Facility. I=Independent Post Office. IC=Independent City. MOU=Money Order Unit. MPO=Main Post Office. MR=Mailing Restrictions (from Part 125 DMM) apply. NP=Nonpersonnel. NZCD=National ZIP Code and Post Office Directory. P=Postal facility discontinued, name retained for address purposes. Resc.=Rescinded. S=Station. x=Classified. (Contract stations and branches do not have the symbol "x" following the symbol of type of installation.)

Symbols: (1)=Officially closed on date shown. Notice is for administrative record purposes. (2)=Officially established on date shown. Notice is for administrative record purposes. (3)=All services previously terminated. Date shown is official discontinued date for administrative purposes.

State	Name of post office	County/parish	Name of station, branch, or unit	Type S/B	ZIP Code	Change action	Effective date	Explanation of change
AL	Ashville	Saint Clair	Whitney	CPO	35991	Delete	3-22-80	CPO and ZIP Code disc. (1)
AR	Nimmons	Clay		I	72448	Delete	4-18-80	PO disc. Change ZIP Code only. Continue address of Nimmons, AR. (1)
AR	do	do		P	72461	Add	4-18-80	
GA	Mount Berry	Floyd		I	30149	Delete	4-19-80	PO conv. to CPO. Retain ZIP Code.
GA	Rome	do	Mount Berry	CPO	30149	Add	4-19-80	
KY	Elias	Jackson		I	40431	Delete	4-25-80	PO disc. Change ZIP Code only. Continue address of Elias, KY. (3)
KY	do	do		P	40486	Add	4-25-80	
MS	Okolona	Chickasaw	Egypt	CPO	38842	Delete	12-15-79	CPO and ZIP Code disc. (1)
NY	New York	New York	APO 09161	B	09161	Change	7-30-79	MR:B-C-D-U-I
NY	do	do	APO 09168	B	09168	Change	7-30-79	MR:B-C-D-U-I
NY	do	do	APO 09293	B	09293	Change	7-30-79	MR:B-C-U-I
NY	do	do	APO 09678	B	09678	Change	7-30-79	MR:B-N-I
OK	Kildare	Kay		I	74642	Delete	4-18-80	PO disc. Change ZIP Code only. Continue address of Kildare, OK (3)
OK	do	do		P	74601	Add	4-19-80	
OK	Peckham	Kay		I	74648	Delete	4-18-80	PO disc. Change ZIP Code only. Continue address of Peckham, OK. (3)
OK	do	do		P	74647	Add	4-18-80	
OR	Rainier	Columbia	Goble	CPO	97048	Delete	12-1-79	CPO disc. Retain ZIP Code. (1)
SC	Spartanburg	Spartanburg	Boiling Springs	CPO	29316	Add	1-19-80	CPO and ZIP Code estab. (2)
TX	Booth	Fort Bend		I	77421	Delete	4-18-80	PO disc. Change ZIP Code only. Continue address of Booth, TX. (3)
TX	do	do		P	77469	Add	4-18-80	
VA	Alexandria	I C	Wellington	B	22308	Delete	2-20-80	B conv. to CPO. Retain ZIP Code.
VA	do	do	do	CPO	22308	Add	2-20-80	

—Delivery Services Dept., 3–20–80.

Safety—Rotary Chairs

A potential safety hazard exists from rotary chairs supplied by the General Services Administration to customer agencies. The message from GSA is quoted as follows:

"Subject rotary chairs, Type III (nontilting seat and back, fixed seat height and glides) manufactured by Harvard Interiors, St. Louis, MO, Style A (with arms) NSN's 7110–00–149–1649, 1650, 1652, 1653, 1654, 1655, 1658, 000–0103; Style B (without arms) NSN's 7110–00–149–2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 018–6727, Contract No. GS–00S–61268.

"Subject chairs manufactured in May, June, July, or August 1978, may become unsafe due to spindles which are not properly seated in the chair mechanism. This situation could result in the seat, which is attached to the mechanism, coming off the spindle. Chairs of this type and style should be examined for a label on the underside of the seat to see if they are Harvard Interior chairs from above contract and manufactured during period shown above. Agencies having any such chairs should report on SF 368 to the GSA Regional office servicing their facility. Arrangements will be made for a representative from the Quality Assurance Division to visit the facilities and examine the chairs to determine if the spindles are seated firmly and the chairs are suitable for use. Chairs found to be unsuitable for use should be removed from service and credit will be given by GSA. The agency should reorder such chairs as needed and the defective chairs should be held pending disposition instructions."—*Procurement & Supply Dept., 3–20–80.*

MM Trays and Sleeves

Damaged MM trays should only be repaired with filament tape. Repairing MM trays with staples creates a safety hazard and should be stopped immediately. Handbook M–76, *Letter Tray Program Operating Instructions* 600, describes procedures for letter tray repair.

Severely worn MM tray sleeves should not be used beyond their service life. Discard a sleeve that does not support the tray to allow secure, damage free transportation of mail.—*Mail Processing Dept., 3–20–80.*

Extensions of City Delivery Services

Some instances have been reported of door delivery service being provided on a temporary basis, pending the erection of curbline receptacles or cluster boxes. Other reports indicate that city letter carriers often erroneously provide door delivery in areas that will not qualify for such service, or before service is authorized in the area by management.

POSTAL BULLETIN 21223 (12–13–79), "Extensions of City Delivery Services," re-emphasized the delivery policy in DOMESTIC MAIL MANUAL 155.2, covered the circumstances where door delivery may be considered, and outlined the procedures necessary to authorize an extension of city delivery service.

Postal regulations do not provide for the temporary extension of door delivery pending the erection of curbline receptacles or cluster boxes. Therefore, this practice must be discontinued immediately.

To be sure that service is not erroneously provided, delivery managers must insist that letter carriers advise them of all construction in their area, and record that information on Form 1621, *Carrier's Route Report*. Upon reports of new construction, a delivery manager must visit the areas involved. Additional visits must be made to obtain information to complete Form 697, *Extension of City Delivery Service*, and to determine the date service will be authorized. The manager must advise the developer or potential customers of the service that will be provided and the appropriate location for the receptacles or cluster boxes. Delivery managers must instruct city letter carriers not to provide service to new construction until specifically authorized by local management.—*Delivery Services Dept., 3–20–80.*

Be Sure

That Proper Postage

Is Paid On All Letters

And Packages

International First Flight Cachet

Offical cachets and philatelic treatment for the first flight services described in A, B, and C are authorized as outlined in 244.63 Postal Operations Manual (POM).

To prepare and send covers for official philatelic treatment for the listed services, follow these procedures:

1. Address all covers.
2. Applicable rate of postage is 31 cents per half ounce.
3. Allow a clear space, 2½ by 2½ inches, on the lower portion of the envelope and to the left of the address, for the cachet.
4. Provide an additional clear space of 1½ inches to the left of the innermost stamp to permit a clear postmark.
5. Include in each envelope a uniform enclosure of the approximate weight of a postal card to assure a good impression.
6. Mail the covers to reach the office applying the cachet no later than three days before the scheduled date of the flight.
7. Aerogrammes and postal cards will not be accepted.

A. LUFTHANSA AIRLINES

Lufthansa Airlines has announced the following new service routes on May 1, 1980, Flight LH 439 from Dallas-Forth Worth, TX, to Frankfurt, Germany; and from Atlanta, GA, to Frankfurt, Germany.

To send covers by this service, prepare them in the usual manner and enclose them in another envelope addressed as follows:

Cachets to be applied by	*Send covers to*
Dallas City Post Office	Postmaster General Post Office Dallas, TX 75260 Attn: Supervisor, Customer Service Representative
Fort Worth City Post Office	Postmaster Fort Worth, TX 76101
Dallas/Fort Worth Airport Mail Facility	Manager Airport Mail Facility Dallas/Fort Worth Regional Airport Dallas, TX 75261
Atlanta City Post Office	Postmaster Federal Annex Atlanta, GA 30304
Atlanta Airport Mail Facility	Manager Airport Mail Facility Hartsfield International Airport Atlanta, GA 30320

B. NORTHWEST ORIENT AIRLINES

Northwest Orient Airlines has announced the following new service routes:

1. April 29, 1980—Flight 34—Boston, MA, to Shannon, Ireland.
2. May 1, 1980—Flight 38—New York, NY, to Shannon, Ireland.
3. May 31, 1980—Flight 36—New York, NY, to Oslo, Norway.
4. June 1, 1980—Flight 44—Minneapolis/Saint Paul, MN, to London, England.
5. June 6, 1980—Flight 32—Minneapolis/Saint Paul, MN, to Hamburg, Germany. Los Angeles, CA, to Copenhagen, Denmark, and Hamburg, Germany.

Note: Covers dispatched to London will not receive backstamping.

To send covers by this service, prepare them in the usual manner, indicate segment desired by pencil notation in the upper right hand corners of the covers, and enclose them in another envelope addressed as follows:

Cachets to be applied by	*Send covers to*
Boston City Post Office	Postmaster Main Post Office Boston, MA 02109
Boston Airport Mail Facility	Manager Airport Mail Facility Logan International Airport Boston, MA 02109
New York City Post Office	Postmaster General Post Office New York, NY 10001
United Nations Post Office	Superintendent United Nations Post Office Room 1–B–6 United Nations Headquarters New York, NY 10017
Kennedy International Airport Mail Facility	Philatelic Mail Clerk Airport Mail Facility Kennedy International Airport Jamaica, NY 11430
Saint Paul City Post Office	Postmaster Main Post Office Saint Paul, MN 55101
Minneapolis/Saint Paul Airport Mail Facility	Manager Minneapolis/Saint Paul Airport Mail Facility Saint Paul, MN 55111
Los Angeles City Post Office	Postmaster Attn: Manager, Terminal Annex U.S. Postal Service Los Angeles, CA 90052
Worldway Postal Center	Manager Worldway Postal Center Los Angeles, CA 90009

Covers sent through the United Nations Post Office must bear U.N. (not United States) postage.

C. SABENA AIRLINES

On April 9, 1980, Sabena Airlines will begin first flight service between Detroit, MI, and Brussels, Belgium.

To send covers by this service, prepare them in the usual manner and enclose them in another envelope addressed as follows:

Cachets to be applied by	*Send covers to*
Detroit City Post Office	Manager, Retail and Sales 1401 West Fort U.S. Post Office Detroit, MI 48233
Detroit Airport Mail Facilities	Manager Airport Mail Facility Metropolitan Airport Detroit, MI 48242

Endorse the lower left corner of the outer envelope containing the covers with the words *First Flight Covers* for easy identification.

Covers bearing previous postmarks and those not prepared as instructed above will not receive cachets or cancellations.

There will be a limit of 50 covers per customer per flight.—*Customer Services Dept., 3–20–80.*

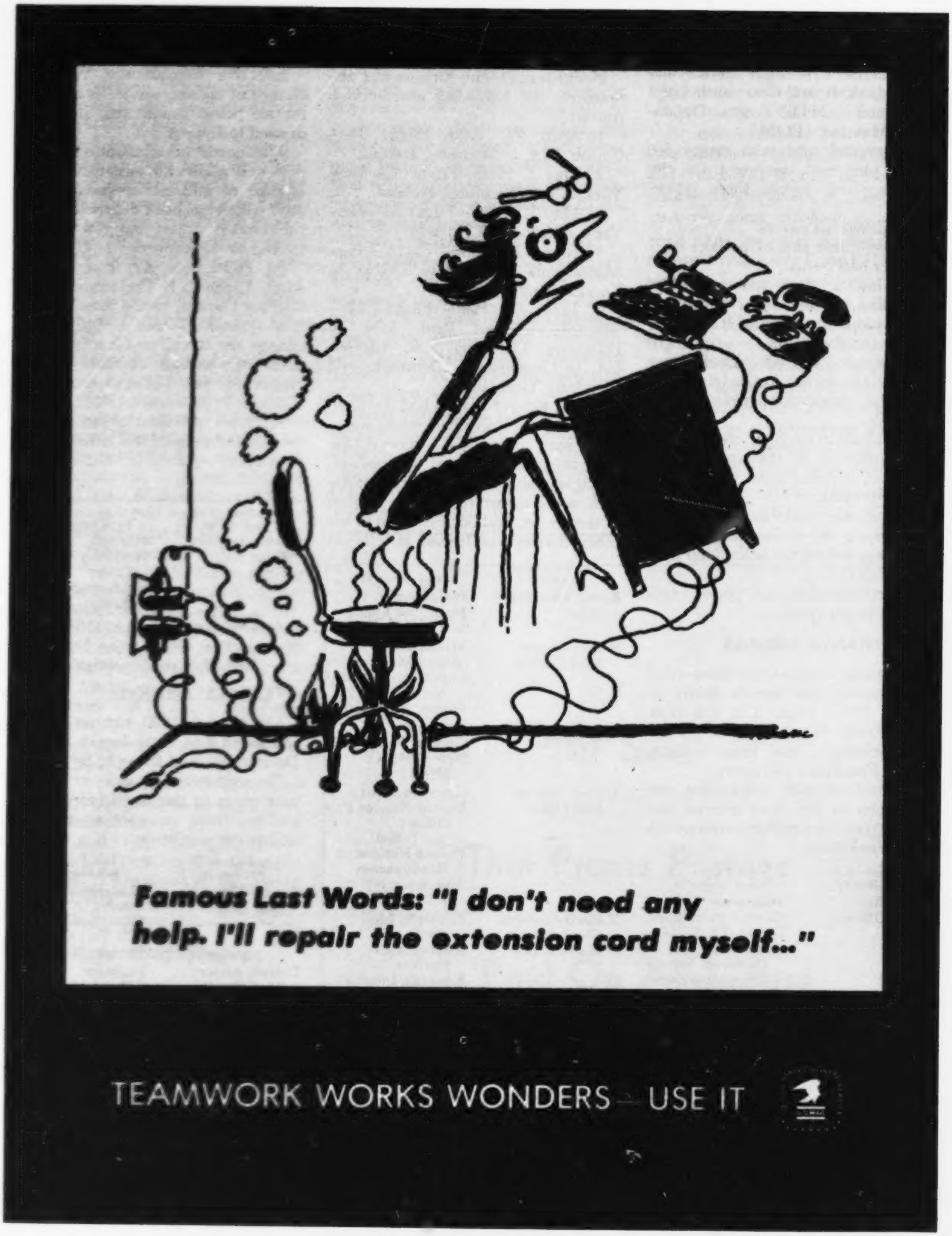
International Mail—Cyprus

Effective immediately, recall or change of address service is available for all postal union mail items addressed to Cyprus.

The postal administration of Cyprus now allows the withdrawal of or change of address on postal union mail which has been dispatched from the United States but not yet delivered to the addressee in Cyprus.

In Publication 42, *International Mail,* Appendix B, Country Information for Cyprus, in the Special Services—Postal Union Mail table, change the Recall or Change of Address entry to read: Available—YES; Applicable Fee Table, Appendix A: Table 6–9; References: 492.

A future revision to the International Mail manual will reflect this information.—*Rates & Classification Dept., 3–20–80.*


Famous Last Words: "I don't need any help. I'll repair the extension cord myself..."
TEAMWORK WORKS WONDERS—USE IT

MISSING OR STOLEN U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Insert any interim notices in sequence. **A. New Style.** (Listed below). The actual serial numbers consist only of the first 10 digits. Destroy the PB 21236 article. **B. Old Style.** The listing from PB 21148 is still valid. **C. Counterfeit.** The listing from PB 21190 is still valid.

165 705 7000 to 7999
167 061 1632 to 1699
167 982 3712 to 3799
173 960 5125 to 5699
190 137 2592 to 2699
193 273 8600 to 8999
194 519 7600 to 8099
195 263 7000 to 8999
195 322 5400 to 5699
197 427 0113 to 0149
198 354 3000 to 3099
199 567 1359 to 1999
203 297 6000 to 7499
203 619 3700 to 3999
203 851 6800 to 6899
203 977 4500 to 4775
204 108 8000 to 9999
206 493 4600 to 4799
206 793 5600 to 6499
208 287 8700 to 8899
208 385 5000 to 6999
209 728 2600 to 3099
210 176 8200 to 8599
210 868 4500 to 4699
211 238 0459 to 0999
211 436 5608 to 5699
211 527 2600 to 3099
211 682 3100 to 3599
213 123 9827 to 9999
213 578 4229 to 4399
213 822 5800 to 6299
214 158 2955 to 2999
214 159 4800 to 4999
215 532 5100 to 5399
215 538 0200 to 0499
216 678 6072 to 6999
217 210 7100 to 7299
217 241 5400 to 5799
217 268 2574 to 2699
217 667 3400 to 3599
217 672 4200 to 4599
217 902 4181 to 4299
218 755 4591 to 4699
220 350 0000 to 0999
221 371 4600 to 4999
221 626 2100 to 2299
221 661 5318 to 5499
222 224 8100 to 8499
222 536 2000 to 2299
224 057 4061 to 4299
224 206 6395 to 6499
224 554 9830 to 0399
225 268 1655 to 1799
225 711 9700 to 9999
225 712 0000 to 0999
225 767 2000 to 2299
226 904 0500 to 0599
227 097 4600 to 4699
227 254 9800 to 0099
227 611 4000 to 4599
228 660 5976 to 5999
229 117 4866 to 4999

229 346 9900 to 9999
229 434 3500 to 3599
229 531 9700 to 9899
229 563 1918 to 1999
229 576 1732 to 1799
229 576 1800 to 1899
229 585 4570 to 4599
230 406 2975 to 2999
230 577 6515 to 6599
230 826 8683 to 8799
231 126 6475 to 6499
231 147 0883 to 1499
231 525 7893 to 7999
231 651 8280 to 8299
231 725 2789 to 2799
231 770 2751 to 2762
231 873 7928 to 7999
232 295 7249 to 7599
232 319 6535 to 6599
232 426 6620 to 6699
232 665 0292 to 0399
233 262 7907 to 7999
233 407 5872 to 5899
233 453 8902 to 8929
233 516 6100 to 6199
233 638 1200 to 1799
233 845 9000 to 9099
234 031 6456 to 6999
234 064 8437 to 8499
234 261 4500 to 4599
234 431 3655 to 3699
234 500 2944 to 2999
234 659 4000 to 4199
234 659 8700 to 8999
234 742 1948 to 1999
234 802 1060 to 1199
234 997 1000 to 1599
235 254 2060 to 2099
235 439 6181 to 6299
235 644 7061 to 7099
235 925 8767 to 8799
236 145 5082 to 5099
236 388 4842 to 5099
236 467 6573 to 6599
236 566 2555 to 2599
236 576 9520 to 9599
236 656 6422 to 6499
236 755 8000 to 8099
236 937 5803 to 5999
236 941 5400 to 5499
237 413 7500 to 7599
237 423 4111 to 4199
237 457 5600 to 5699
237 457 5800 to 5899
237 574 8657 to 8799
237 702 6823 to 6899
237 702 6921 to 6999
238 165 7700 to 7799
238 169 7587 to 7599
238 377 4508 to 4599
238 377 4607 to 4699
238 586 3100 to 3299

239 199 0700 to 1099
239 204 9916 to 9999
239 481 4728 to 4799
239 549 7116 to 7499
239 575 2000 to 2199
239 596 4800 to 4999
239 640 5708 to 5728
239 724 1489 to 1499
239 985 7000 to 7499
240 042 3151 to 3169
240 108 6501 to 6599
240 252 6400 to 6899
240 256 2900 to 3199
240 559 4363 to 4399
240 639 3561 to 3599
240 855 7000 to 7099
240 901 5900 to 5999
241 081 9274 to 9299
241 224 7209 to 7299
241 685 5124 to 5199
241 694 1800 to 1899
241 753 7766 to 7799
241 902 2600 to 2799
242 021 2262 to 2499
242 327 4984 to 4999
242 576 1609 to 1699
242 585 4155 to 4299
242 591 4500 to 4699
242 605 0000 to 0999
242 621 8314 to 8399
242 781 0789 to 0799
242 816 1337 to 1399
243 112 4109 to 4120
243 228 7200 to 7499
243 766 6730 to 6799
243 805 0000 to 0299
243 906 7800 to 8199
244 299 2000 to 2199
244 366 8800 to 8899
244 381 3024 to 3099
244 525 0719 to 0799
244 657 7700 to 7899
244 678 2333 to 2499
244 742 7748 to 7799
244 743 7100 to 7399
244 895 5575 to 5599
245 103 9300 to 9399
245 103 9400 to 9499
245 118 6754 to 6768
245 279 1420 to 1499
245 279 1510 to 1599
245 591 1626 to 1799
245 695 0346 to 0399
245 973 2677 to 2699
246 076 7300 to 7399
246 155 4048 to 4099
246 155 5000 to 5499
246 402 6511 to 6599
246 608 6300 to 6399
246 609 9545 to 9799
246 741 2082 to 2099

246 816 2600 to 2699
246 973 1372 to 1399
247 012 0500 to 0599
247 066 9300 to 9399
247 113 5635 to 5699
247 490 1960 to 1999
247 490 2086 to 2099
247 497 4000 to 4099
247 544 0200 to 0214
247 575 4400 to 4499
247 929 6417 to 6799
247 983 1511 to 1899
248 120 4322 to 4399
248 244 7246 to 7299
248 317 7624 to 7699
248 397 2163 to 2199
248 423 4864 to 4999
248 440 7916 to 7971
248 718 7317 to 7399
249 680 4872 to 4899
249 945 6900 to 6999
249 996 6000 to 6099
249 996 6300 to 6499
250 452 4971 to 4999
250 483 0600 to 0699
250 547 7046 to 7099
250 565 7029 to 7099
250 833 7200 to 7399
250 951 4340 to 4363
250 991 9778 to 9799
251 518 6281 to 6399
251 964 6056 to 6199
252 171 2041 to 2056
252 206 2101 to 2199
252 235 4400 to 4499
252 235 4581 to 4899
252 432 6988 to 6999
252 891 1159 to 1199
253 175 2670 to 2699
253 293 5931 to 5940
253 446 4033 to 4099
253 547 6013 to 6049
253 547 6054 to 6099
253 747 692[illegible] to [illegible]99
254 107 85[illegible] to [illegible]99
254 107 8[illegible] to 8999
254 259 88[illegible] to 8899
254 259 8951 to 9099
255 276 0949 to 0999
156 193 4000 to 5499
259 227 0000 to 1499
259 745 1300 to 1499
800 502 3000 to 3999
800 941 7900 to 7999
801 278 3600 to 3999
801 579 6056 to 6098
801 629 1900 to 1999
802 029 5199 to 8999
802 265 0575 to 1999
802 774 0000 to 4999

UNITED STATES POSTAL SERVICE
WASHINGTON, D.C. 20260
OFFICIAL BUSINESS

PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE, $300

U.S.MAIL

FIRST CLASS

Schedule. The Postal Bulletin is published every Thursday by the Directives and Forms Division of the U.S. Postal Service, Washington, DC 20260.

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Index. A quarterly index of Bulletin articles appears early in the months of January, April, July, and October.

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U.S. Government Printing Office
Washington, DC 20402
Single copy: 70 cents
Subscription: $35, $8.75 additional for foreign mailing
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To change quantity received, send Form 1286 to the Directives and Forms Division, giving justification.

21238

UNITED STATES POSTAL SERVICE U.S. MAIL

postal bulletin

PB 21238—March 27, 1980—16 Pages

New PCES Positions

Effective April 19, 1980, the position of *Manager, Field Real Estate and Buildings Offices* (FREBO), will be converted to PCES Level I. Incumbents will be notified and given the opportunity to join or opt-in to the PCES by April 19, 1980. They will be noncompetitively converted to the PCES in their present positions. Those who elect not to enter the PCES will remain in their current positions at their current EAS grade, retaining current rights and compensation, but they will not have any vested right to remain in those positions.—*Employee & Labor Relations Group, 3–27–80.*

Employee Identification

All letter carriers, special delivery messengers, and MVS drivers presently on the rolls and those hired in the future will be provided with identification cards instead of metal badges. Postal facilities which currently provide some employees with photo IDs will furnish letter carriers, special delivery messengers, and MVS drivers with those plastic photo IDs, Form 4098, *Employee Identification.* Postal facilities not currently using photo IDs will issue Form 1375, *Employee Identification Cards,* to the above employees.

Carry identification cards in wallet, pocket, or purse to show when identification is needed. Employees must turn in the previously issued metal badges, since these badges may not be worn after IDs are issued. Procedures for accountability and issuance of identification cards is the same as that used for badges. Identification cards for letter carriers should be assigned an accountable number for use in the automated 1838 and 1840 program.

The identification cards officially replace badges for the above mentioned employee categories. Appropriate references to badges in handbooks, manuals, and forms will be revised accordingly.—*Delivery Services Dept., 3–27–80.*

Energy Saving Suggestions

The Employee Relations Department has developed a procedure for speeding up the review and implementation of energy saving suggestions with a special routing slip.

Form 1269A, *Priority Handling—Energy Conservation,* will be distributed about April 7 to MSCs, BMCs, regions and Headquarters, where they will be used to flag energy conversation suggestions. This routing slip (Form 1269A) will be kept with the suggestion file, signed and dated by each approving authority.

To ensure that the suggestion is moved as quickly as possible through the chain of command, each level of approval has a maximum of ten days to review and either approve or disapprove the suggestion. By completing the suggestion process within the maximum time allowed of fifty days, the Postal Service will be able to capture the optimum savings and reenforce the employees' interest and participation. It is important that these energy conservation suggestions move rapidly through the evaluation process and certainly within the ten days allotted each level.

The following category codes are to be used in processing Form 1727, *Incentive Award Authorization* for award payments on adopted energy conservation suggestions:

Benefit Category	*Category Code*
Measurable	13
Non-measurable	17

—*Employee Relations Dept., 3–27–80.*

Stamp Removal from Sale

The 1-Cent Jefferson coil will be withdrawn from sale at the Philatelic Sales Branch at the close of business May 31, 1980.

Any stock remaining on hand after May 31, 1980, must immediately be withdrawn from all philatelic outlets and placed on general sale until August 30, 1980, or until supply is exhausted.—*Customer Services Dept., 3–27–80.*

All Installations With Rural Delivery Responsibilities

Rural Route Description

All Postmasters and MSCs with rural delivery responsibility please note a change in the requirement for submission of Form 4003, *Official Rural Route Description,* to postal data centers.

Effective immediately, Forms 4003 submitted by the MSC, or designee, must be received at the PDC not later than ten calendar days before the designated effective date.

The purpose of this change is to reduce late processing of Forms 4003, to allow adequate time for PDC processing and notification to management and rural carriers of changes in rural routes and route classification.

All existing instructions, particularly Regional Instruction 335, 2–14–78, ***Preparing and Submitting Rural Route Changes and Mail Count Data*** (IV.A), should be amended pending issuance of new permanent instructions.—*Delivery Services Dept., 3–27–80.*

APR 10 1980
U.S. GOVT. PUBS.
DEPOSITORY 376

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P1.3:

Lobby Display Schedule for April

Displays in All Post Office Lobbies—All Classified Units

Posters, notices and signs mandatory for display in post office lobbies are listed in the POM 221.522. Other mandatory posters are listed below.

Title	*Issued*
Poster 74, *Packaging Pointers*	September 1978.
Notice (unnumbered) announcing implementation of Letter Mail Dimensional Standards and surcharge on July 15	May 1979.
Your Federal Lawmakers	August 1979.

Rotating Displays—All Classified Units (CAG A–G Offices)

The March schedule of lobby poster displays for post offices with 950 or more revenue units is listed in priority order below:

A=first priority, following mandatory displays; B=second priority, etc.

Priority	*Title*	*Poster No.*	*Post*	*Remove*
A	Winter Olympics Souvenir Folder.	425	January 25	Continuous display.
A	6th Ed., Stamps & Stories	415	Continuous display.	
A	1979 Mint Set	422	do	
A	Address the '80's	65	On receipt	June 13.
B	The Dollar of the Future		February 1	Continuous display.
A	Frances Perkins		April 3	May 9.
A	International Express Mail (For lobbies in the Express Mail Next Day Service network which have the dispatching Exchange office on their Next Day networks)		On receipt	May 31.

Specialized Program Displays

Using the same priority system, main post offices and classified stations and branches designated to offer specific service or participate in specialized programs will display the following items until notice is given to replace or remove them:

A	Clear Plastic Screenline Displays: '79 Mint Set; 6th Ed. Stamps & Stories; Collecting Kits, 1980 ZIP Code Directory.
A	Poster 31–A (Feb. 1977) or 31–E (May 1978)—Spanish language editions of Posters 31–A & B available as 31–G & D respectively.

—*Delivery Services Dept., 3–27–80.*

Records to Federal Records Centers

The National Archives and Records Service (NARS) reports that some postal installations are not following the correct procedure for transferring records to Federal Records Centers (FRCs), as prescribed in the ADMINISTRATIVE SUPPORT MANUAL (ASM) 351.613. The situation has been further aggravated by recent attempts to transfer exceptionally small quantities of records—envelope-size packages—to FRCs.

This situation is not to be confused with the problem of loose papers, the late forwarding to the National Personnel Records Center (NPRC) at St. Louis, of loose papers, to be filed in Official Personnel Folders.

Use the following procedures, augmenting ASM 351.613, when records are transferred to Federal Records Centers **other than NPRC:**

1. Assemble records to be shipped (a volume of less than 1 cubic foot will not be accepted by the FRCs. Such small quantities should be retained by the installation and destroyed in-house when the established retention period expires).
2. Complete 3 copies of SF–135, *Records Transmittal and Receipt.* Submit all 3 copies to the receiving FRC at least two weeks before the intended shipping date.
3. FRC will indicate approval by returning two annotated copies of SF–135 to the requesting installation.
4. Place a copy of SF–135 in the first box of the accession and ship. Retain the second copy as suspense.
5. FRC will return a receipted copy of SF–135.

Keep this notice with ASM 351.613.—*Records Officer, 3–27–80.*

Lobby Display—Your Federal Lawmakers

POSTAL BULLETIN 21206 (8–30–79), announced future revisions to the POSTAL OPERATIONS MANUAL 221.527, *Voting Information and Communication with Federal Lawmakers.* One week after that article, the Headquarters Government Relations Department made a one-time national distribution of a notice entitled *Your Federal Lawmakers,* described in paragraphs *a* and *g* of the article.

Unique notices were created to list each state's federal legislators and their mailing addresses. Individual postmasters and managers of classified stations or branches were sent one display copy of the notice, appropriate to the state in which their facility was located. No more than one such display was mailed to any one postal facility. Please note also, that since the Postal Service does not control display space in contract units, none of these notices were mailed to such locations.

Display of this notice in the lobby of all main post offices and classified units is mandatory. Some local managers have requested additional notices to replace copies that were lost or damaged. A limited number of single copies may be obtained in the Northeast, Eastern, Central and Western Regions by contacting the Regional Public and Employee Communications Division. In the Southern Region, contact the Customer Programs Division, Retail Branch. No copies are available at area supply centers or from Headquarters. Local duplication of this poster is authorized for postal display, only.

The Government Relations Department will distribute revised editions of *Your Federal Lawmakers* as warranted by the results of federal elections.—*Delivery Services Dept., 3–27–80.*

DMM Revision

DETACHED ADDRESS LABELS FOR FLATS

Saturation mailings of third-class flats can use detached address labels under the following conditions. These provisions will be incorporated as section 661.3, DOMESTIC MAIL MANUAL.

661.3 Detached Address Labels for Flats

.31 General. Saturation mailings of third-class *flats* (as defined in 128.3) may, at the option of the mailer, be mailed using detached addressed labels in accordance with 661.31–661.35. A *saturation* mailing is defined as a mailing sent to at least 75% of the addresses within each carrier route. Deliveries need not be made to every carrier route of a delivery unit.

.32 Prior Notification. A letter describing the nature of the mailing must be sent to the offices of delivery 10 days in advance of the mailing. The letter must include:

a. Name of the mailer including his representative and telephone number;

b. A description of the mailing;

c. The origin post office of mailing;

d. The expected mailing date;

e. The expected delivery date;

f. The number of addressees for each 5-digit ZIP Code;

g. The number of address cards per carton or package;

h. The number of flats per carton or package; and

i. The desired disposition of any excess or undeliverable material.

Note: The mailer may request the postmaster to notify the mailer (at the mailer's expense) of the number of undeliverable flats.

.33 Address Cards

.331 The address for each flat must be placed on an address card. There must be one and only one address card for each flat. The card must be mailable and of *standard size* (see 650). The label must contain the recipient's address, the mailer's return address. The words, *"This card was prepared for use in delivering the accompanying postage paid mail from . . . (mailer's name . . .)"*, must be placed on the address card. Addresses must include ZIP Codes.

.332 The address cards must be presorted, counted, and packaged by 5-digit ZIP Code delivery area. Each package of address cards must bear a label showing:

a. The post office of delivery;

b. The 5-digit ZIP Code delivery area;

c. A description of the flats;

d. The name of the mailer;

e. The number of cards in the package; and

f. Instructions to open and distribute with matching flats.

.333 A copy of the letter described in 661.32 must accompany the address cards to each 5-digit ZIP Code destination.

.334 When more than one carton of address cards is shipped, each carton must be numbered 1 of —, 2 of —, etc. The mailer may request the post office to hold excess pieces for pick up by the mailer. No additional postage will be charged if the mailer picks up the excess pieces at each delivery unit. Such pieces must be picked up within 15 calendar days of the requested delivery date. Alternatively, the mailer may request that excess pieces be returned to him as "postage due" mail.

.34 Preparation of flats. The flats must be placed in containers labeled as follows:

a. The post office of delivery;

b. The 5-digit ZIP Code delivery area;

c. A description of the mailing;

d. The name of the mailer, his representative and telephone number;

e. The number of flats in the outer carton; and

f. Instructions to open and distribute with matching cards.

Note: When pallets are used, the label must be attached to the pallets. Containers of flats (including those on pallets) must not exceed 40 pounds.

.35 Postage. Postage must be prepaid by one of the methods prescribed by 681.2 and must be printed on or affixed to the address card. Postage is based on the combined weight of the flat and the address label.—*Rates & Classification Dept. 3–27–80.*

UNIFORM PROGRAM—LICENSED VENDOR LISTING

Each of the following uniform vendors has received a vendor's license since distribution of Publication 136, *Licensed Vendor Listing*. These lists must be posted where they are readily available for employee's perusal.

Allans Family Shoes	8438 Van Nuys Blvd.	Panorama City	CA 91402
Birkenstock Footprints	3701–A Magazine Street	New Orleans	LA 70115
Crutcher's Department Store	905 Main	Duncan	OK 73533
Davis Shoes	1331 University Avenue	Green Bay	WI 54320
Joe Gordon's Shoes	Burke & Union	Jonesboro	AZ 72401
Haase Shoe Store	214 Watson Street	Ripton	WI 54971
J.A.B. Uniform Co.	9 Leach Street	Salem	MA 01970
Kinney Shoe Corporation #2260	Berkley Plaza Shopping Center	Martinsburg	WV 25401
David Medrando—Mason Shoes	5596 Lean Avenue	San Jose	CA 95123
NU 39 Street Stores	3901–13th Avenue Cor. 39th Street	Brooklyn	NY 11234
Pat's Uniforms PRN	19000 Soledad Canyon Road	Canyon Country	CA 91351
Ransone Enterprises	P.O. Box 1474	Riverview	FL 33569
Raymond's Uniform	12 US Highway 19 N.	New Port Richey	FL 33552
Red Wing Shoe Store	2327 Broadway	Redwood City	CA 94063
Red Wing Shoe Store	3132 Walnut Street	Harrisburg	PA 17109
Red Wing Shoe Store	1058 Sibley Blvd.	Calumet City	IL 60409
Southern Colorado Security Equipment	810 E. 8th Street	Pueblo	CO 81001
Theresa Hayden—Knapp Shoes	Box 25, Lakewood Road	Skowegan	ME 04976
Thompson's Shoe Store	1400 Main Street	Humboldt	TN 38343
Tom's Shoe Store & Repair	933 Michigan Avenue	Sheboygan	WI 53081

—*Labor Relations Dept., 3–27–80.*

ASM Additions

Postal Rate Commission Liaison

The following additions to the ADMINISTRATIVE SUPPORT MANUAL will be included in a future revision to that Manual.

115.5 Executive Assistant to the Postmaster General

* * * and is also the Postmaster General's designee as the liaison official in the Postal Service to receive requests from the Postal Rate Commission for general information and for arranging Commission visits to postal installations. See ASM 415.

* * * * *

415 Postal Rate Commission

415.1 Policy

It is the policy of the U.S. Postal Service to cooperate with the Postal Rate Commission and to respond accurately and promptly to appropriate inquiries in a coordinated manner. This policy and the procedures which follow are applicable to postal employees at Headquarters, regions, districts, and all other postal field installations.

415.2 Responsibilities

.21 Executive Assistant. The Executive Assistant to the PMG (or designee):

a. Is designated by the PMG as the liaison official in the Postal Service to receive requests from the Postal Rate Commission for general information and for arranging Commission visits to postal installations;

b. As the designated liaison official, directs the coordination and review of all proposed responses to requests from the Commission for general information, and releases such responses;

c. Coordinates requests for Commission visits to postal installations with the Senior Assistant Postmaster General, Operations Group; the appropriate Regional Postmaster General, the heads of the installations to be visited, and other appropriate postal officials, as necessary;

d. Prepares notification of visits to the SAPMG, Operations Group; the SAPMG, Finance Group; the General Counsel, and other postal officials, as necessary.

.22 Associate General Counsel. The Associate General Counsel, Office of Rate and Classification Law (or designee), or the appropriate Assistant General Counsel in that office, according to the rules of the Commission in Title 39 CFR 3001.12(e), receives requests for information pertaining to docketed cases before the Commission. These requests are made by delivering six copies of the request to the Associate General Counsel, Office of Rate and Classification Law, U.S. Postal Service, Washington, D.C. 20260, or to the appropriate Assistant General Counsel in that office.

.23 Managers of Field Installations

.231 Immediately forward to the Executive Assistant to the PMG any requests from Postal Rate Commission personnel to field installations.

.232 Postal field managers will be notified in advance of scheduled Postal Rate Commission itineraries. If any requests to add unscheduled installations, facilities, or briefings are made by PRC personnel, notify the Executive Assistant to the PMG immediately.

415.3 Inquiries on Postal Policy

All inquiries from the Postal Rate Commission concerning postal policy matters must be referred to the Executive Assistant to the PMG. Policy matters include, but are not limited to: ratemaking, mail classification, contracting and procurement, real estate, arbitration, the interpretation of collective bargaining agreements, appointments, promotions, personnel policies, and post office closings.

415.4 Release of Information

The release of information to Postal Rate Commission personnel must be consistent with the policies outlined here, and in ASM 350, Records and Release of Information.—*Executive Assistant to the PMG, 3-27-80.*

Mail Chutes

Publication 16, *Mail Chutes and Receiving Boxes: Rules, Regulations, and Specifications,* March 1980, has been revised and is available at area supply centers. Post offices may order it, using established procedures.—*Delivery Services Dept., 3-27-80.*

ASM Revision

Audit Follow-Up Procedures

ADMINISTRATIVE SUPPORT MANUAL (ASM) 240 is being revised to include procedures for follow-up action on audit report recommendations submitted by the Postal Inspection Service. The Deputy Postmaster General will coordinate all follow-up reviews on the recommendations made to Headquarters. This revision rescinds Regional Instructions 727-G-78 (114) 7-24-73 and 936-PO-171 (394) 9-13-76, and Headquarters Circular 73-19, IV-A-3, 7-24-73.

240 AUDITS

241 Responsibility

241.1 Chief Postal Inspector. The responsibility for internal auditing in the Postal Service is vested in the Chief Postal Inspector, who directs the development of policies, plans, and procedures governing all internal audits and related service investigations, through the Assistant Chief Inspector—Audit. The implementation of these activities has, for the most part, been decentralized to the five Regional Chief Inspectors.

241.2 Staff Function. Internal auditing is a staff rather than a line function. Audit personnel do not exercise authority over persons in the organizations audited. Audit findings and recommendations are advisory, while line managers retain the decisionmaking responsibilities for implementing recommendations made in audit reports.

242 Background

242.1 Authority. The authority for internal auditing within the Postal Service is stated in 39 USC 2008. The guidelines for internal auditing in the Federal government issued by the General Accounting Office (GAO) and the Office of Management and Budget (OMB) have been adopted by the Postal Service.

242.2 Standards. The standards governing the conduct of audits follow the guidelines published by the Comptroller General of the United States. These guidelines, *The Standards for Audits of Governmental Organizations, Programs, Activities, and Functions,* and the OMB Circular A-73, dated March 15, 1978, provide that when auditing a program, function, activity, or organization, the audit should encompass:

a. An examination of financial transactions, accounts, and reports, including an evaluation of compliance with applicable laws and regulations.

b. A review of the efficiency and economy in the use of resources.

c. A review to determine whether desired results are effectively achieved.

243 Mission

243.1 *Objective.* The objective of the Inspection Service in an audit is to conduct independent examinations and evaluations of activities at all levels of the Postal Service, as a constructive and protective service to management. Inspectors review management practices, employee integrity, and effectiveness at all levels. This review emphasizes the prudent use of resources; effectiveness of organizations, methods, and internal controls; reliability and usefulness of data systems and reports; adequacy of, and compliance with, policies and procedures; and any other needs for improvement of internal management. Audit reports provide a systematic means of:

a. Focusing management attention on conditions, needs and problem areas.

b. Recommending appropriate action.

243.2 *Method.* The objective is achieved by examining and reporting on all Postal Service activities at Headquarters and in the field while operating under the audit standards outlined in 242.2. With the exception of financial audits, which are conducted without advance notice, the scope and scheduling of audits are coordinated with postal management using a workplan designed to provide productive audit services to all levels.

243.3 *Liaison.* As part of the audit function, the Inspection Service maintains liaison with the public accounting firm retained by the Board of Governors and cooperates with GAO and other external review agencies.

243.4 Cooperation. Postal officials and employees are expected to extend maximum assistance to Inspectors so that the audit objective can be achieved.

244 Types of Audits

244.1 *Post Office/Facility Audits.* Audits at post offices and other facilities cover four general areas: financial activities, operations, building and equipment maintenance, and vehicle maintenance. Depending on factors such as revenue, number of employees, and complexity of operations, these areas may all be considered during a single audit or may be the subject of separate audits. Audits at PDCs are conducted on a continuous basis.

244.2 *Contract Audits.* Inspection Service audits are also conducted at companies contracting with the Postal Service. These contract audits provide assistance to contracting officers in pre-award negotiations and postaward reviews, and in the administration of contracts.

245 Audit Reports

245.1 *Definition.* The audit report is a medium through which audit findings, conclusions, and recommendations are communicated to management. Each manager must be responsive to all recommendations made in these reports, and it is Postal Service policy to prepare a written response to audit reports when requested.

245.2 *Distribution of Reports*

.21 Headquarters Level

.211 The Chief Postal Inspector transmits: (a) Regional reports of Headquarters interest, and (b) those reports containing recommendations for Headquarters action to the appropriate Headquarters Department. Copies of audit reports directed to field management may be provided to officials at Headquarters who have an interest in the activity or function audited.

.212 For tracking purposes, a copy of all final audit reports that are directed to Headquarters management will be furnished by the Chief Postal Inspector to the Deputy Postmaster General and to the official designated by the SAPMG or Department head.

.22 Regional, District and Post Office Levels. Audit reports are normally addressed to the next higher level of management over the installation or activity audited. This ensures that corrective action is taken on deficiencies disclosed during the audits. Copies of the reports are furnished to local management directly responsible for the installation or activity audited. This distribution is made by the Regional Chief Inspector or the Inspector in Charge.

.23 Special Reports. Special audit reports and reports on studies made at the request of Headquarters or field officials are distributed as required.

245.3 *Exit Conference.* Postal Inspectors conduct exit conferences at the conclusion of an audit with the management level responsible for the entity being audited. This conference is held to discuss the findings and recommendations, to isolate any points of disagreement, and to understand all points of view.

245.4 *Management Response to Reports*

.41 Headquarters Level

.411 The Chief Postal Inspector transmits draft copies of audit reports to the appropriate Headquarters official with a request to establish an exit conference date. The Headquarters official contacts the responsible Audit Program Specialist from the office of the Chief Postal Inspector within 10 days to arrange for the exit conference. This conference should be held as soon as practical and no later than 30 days from the date the draft report was submitted to the Headquarters official.

.412 The Chief Postal Inspector amends the draft report after the exit conference to reflect any changes agreed to during the conference. The Chief Postal Inspector advises the Headquarters official of any changes made to the report and requests a formal response to the recommendations.

.413 This Headquarters official submits a written response to the Chief Postal Inspector on each recommendation within 30 days. Management's comments will then be incorporated in the final report before publication.

.414 Each Department head must ensure that (a) timely responses are made to reports, (b) the agreed upon corrective actions are implemented, and (c) a target date is established if corrective action has not yet begun.

.42 Regional, District and Post Office Levels

.421 At the conclusion of audits of post offices and facilities reporting to District Managers, Postal Inspectors will discuss the findings and recommendations with the MSC Manager or other facility head during an exit conference. This official's comments are then included in the final report which is sent to the District Manager by the Inspector in Charge.

.422 At the conclusion of Regional operational audits and audits of post offices and/or facilities reporting to a Region, Postal Inspectors will discuss the findings and recommendations with the appropriate post office, facility, or Regional managers at an exit conference. The comments of these officials will then be included in the final report and sent to the RPMG by the Regional Chief Inspector.

.423 The District Manager or RPMG reviews the final report and submits a written response (if requested by the Inspection Service) within 60 days. The reply should include management's comments on (a) each of the recommendations, and (b) actions that have been or will be taken. When recommendations are accepted but implementing action is deferred, report the reason for delay. The reply should also contain an explanation of any special assistance needed in carrying out the recommendation.

.424 Each Regional Postmaster General establishes procedures to ensure a prompt response to audit reports. If replies are not received within the prescribed time limit, the Regional Chief Inspector initiates follow-up action with the RPMG.

246 Implementation of Audit Recommendations

246.1 Headquarters Level

.11 Deputy Postmaster General. The DPMG coordinates all follow-up reviews on the implementation of audit recommendations made to the Headquarters level.

.12 Senior Assistant Postmaster General. Each SAPMG designates a person responsible for tracking the implementation of audit recommendations for all Departments within that Group. The SAPMG's designee furnishes a brief summary report to the DPMG each calendar quarter reflecting the status of implementation of audit recommendations.

.13 Unit Reporting Directly to PMG. Each Department head who reports directly to the PMG designates a person responsible for tracking the implementation of audit recommendations within that Department. The designee furnishes the results to the DPMG on a quarterly basis.

.14 Departments. Department heads will ensure that audit recommendations are carried out as soon as practical. They must establish a target date for full implementation and monitor follow-up action. They are responsible for documenting the status of implementation for subsequent review by the SAPMG's designee, if applicable, and the Inspection Service.

246.2 Regional Level

.21 Regional Postmaster General. The RPMG is responsible for overall control of the follow-up on implementing audit recommendations within the region. Each RPMG designates a person responsible for reviewing status reports on the implementation of audit recommendations directed to the regional, district, and MSC levels. The RPMG's designee: (a) evaluates the action taken by regional directors and district managers to ensure implementation of audit recommendations, and (b) personally advises the RPMG of the results.

.22 Regional Directors. Regional Directors monitor the implementation of recommendations directed to their functional area of responsibility and document any action taken. They report to the RPMG's designee at least quarterly on the status of the recommendations, including the reason any implementation is behind targeted dates.

.23 Inspection Service. The Inspection Service furnishes a copy of all final audit reports directed to regional, district and MSC levels to the RPMG for referral to the RPMG's designee.

246.3 District Level

.31 District Review. District managers review each audit report on the postal facilities within their jurisdiction and:

a. Provide a written response within 60 days of the report's receipt, when requested by the Inspection Service.

b. Monitor the implementation of recommendations at MSCs and other facilities reporting to the district office.

c. Require periodic status reports at 60-day intervals from the installation head of the audited facility, to ensure that action has been taken to implement audit findings and recommendations. Ascertain that corresponding service and budget objectives have been achieved. The final status report submitted must clearly demonstrate that audit findings have been implemented and reported savings realized.

.32 Status Report. District managers must report to the RPMG within 30 days following the end of the calendar quarter regarding the steps that have been taken to carry out the recommendations, or the reasons for delay in implementation.

247 Application of Audit Findings by Districts and MSCs

247.1 District Manager. District managers will review audit reports bearing on matters within their district and periodically summarize significant findings and recommendations for distribution to all MSC managers within that district.

247.2 MSC Manager.

.21 MSC managers review the summary and determine whether the findings and recommendations have application in their offices.

.22 Within 30 days after receipt of the summary, each MSC manager reports the results of the self-review to the appropriate district manager. Where similar conditions are found to exist, the date that corrective action was taken or is estimated to begin is included in the report. Quantify improvements in service or reductions in cost.

.23 When implementation depends on some other action occurring, such as training or acquisition of equipment, MSC managers must include target dates for each step.

248 Inspection Service Reviews

When service audits are performed in the district office city, postal inspectors will review the effectiveness of district office follow-up procedures for all audits as outlined in 246.3 and 247.—*Inspection Service, 3–27–80.*

Philatelic Inventory Record

The blue form 1079, *Philatelic/Retail Product Sale and Physical Inventory Record,* is due at the end of the second quarter, FY 80. It is important that these forms be filled out in a timely and accurate manner and forwarded through proper channels to the MSC for consolidation.

The number of ZIP Code Directory covers traded in for the $1.50 discount should be hand-written on Line 21 of Section II—Retail. Line 20, *ZIP Code Directory,* must reflect actual ZIP Code Directory units sold for both singles and cases.—*Customer Services Dept., 3–27–80.*

ACCEPTANCE AND VERIFICATION OF BULK MAIL

Detailed requirements, which mailers must meet to mail at bulk rates, are contained in the new DOMESTIC MAIL MANUAL (DMM). Detailed Postal Service operating procedures have for the most part been excluded. Some of these procedures are in various manuals and handbooks for specific functional areas, such as the POSTAL OPERATIONS MANUAL (POM) or the *Financial Handbook for Post Offices* (F–1). Others, such as the procedures for the acceptance and verification of bulk mailings will be put in a new handbook to be called *Bulk Mail Acceptance Handbook*. Pages bearing these bulk mail acceptance and verification procedures should be removed from this Postal Bulletin and filed for reference until the Bulk Mail Acceptance Handbook is published.

General

All bulk mailings must be verified for proper make-up and classification, and postage must be paid before the mailings are accepted. This is normally accomplished at acceptance units designated by postmasters for the acceptance of bulk mailings; however, acceptance may also be accomplished under an optional procedure authorization or an alternate method of paying postage specifically approved under the provisions of 145.8 or 145.9 of the DMM.

Responsibilities of acceptance units include performance of the following functions:

1. Verification that permits and authorizations are current and all required fees are paid.

2. Verification that the material is mailable and eligible for mailing at the postage rate indicated by the mailer. This should include (a) assuring that matter identified by the mailer as third-class, for example, contains no material which must be sent as First-Class Mail, and (b) assuring that the nonstandard surcharge is collected for pieces subject to the nonstandard surcharge.

3. Verification that the mailing is properly prepared and presorted.

4. Verification that the mailer has properly computed postage.

5. Prompt performance of trust account transactions for permit imprint mail.

6. Assurance that only mail cleared for processing (by use of Form 3607 or other appropriate entry control procedures) gets into the mails.

In the event that material does not qualify for mailing, as presented, the mailer should be given the opportunity to pick up the material for correction of discrepancies or pay a rate for which the material does qualify as presented.

Serious or repeated problems with specific mailers should be brought to the attention of the accepting employee's supervisor.

Presorted First-Class

Presort Verification

A designated employee in the weighing section, or other location where bulk mailings are accepted, shall verify that each mailing made at the presort rate is properly made up and presorted and qualifies for the presort rate. This is in addition to the postage computation verification performed for permit imprint mailings. The designated employee must:

a. Verify that each mailing consist of at least 500 presorted pieces.

b. For each 10 trays or fraction thereof in a mailing:

(1) Select 2 trays of five-digit makeup and randomly withdraw and inspect by riffling 3 handfuls (about 120 letters) from each of the 2 trays to determine whether the tray contains letters bearing other than the five-digit ZIP Code as shown on the tray label. If a discrepancy of 10 or more pieces is found, the mailing is disqualified.

(2) Select 2 trays of three-digit makeup and follow the procedures in (1).

(3) For trays in (1) and (2), check if the proper labels are attached. If one improper label is found, check a total of ten trays. More than one improper label in ten trays is considered disqualifying.

(4) Check one tray of bundled mail to determine if the proper color-coded pressure sensitive package label is used on packages. If a wrong label is encountered, check a total of ten packages. More than one occurrence in ten packages is considered disqualifying.

(5) Check two packages to see if all pieces are in the proper bundles. If any improper bundling is detected, a total of five packages is to be checked. If more than four such improper pieces are in the five packages, the mailing is disqualified.

c. Riffle through the residual mail to verify that it is properly faced and prepared.

d. If a mailing is disqualified, the next mailing by the customer at presort rates shall have twice the amount of pieces checked as called for above. In addition, one-fifth of the customer's mailings over the next six months shall receive such intensified checks.

e. For permit imprint mailings, verify that the quantity of lower rated *presorted* mail agrees with Form 3602. This is done by weighing the presorted mail and dividing the weight by the weight of a single piece.

f. For permit imprint mailings, verify that the quantity of *residual* mail agrees with Form 3602. This is done by weighing the residual mail and dividing the weight by the weight of a single piece.

g. Return permit imprint mailings to the mailer for corrective action or apply full first-class postage when the mailing does not qualify for the presort rate.

h. For mailings with postage affixed, select a sample of ten pieces of the mailing at random. Each piece of the sample is to be weighed and verified for proper payment of postage and the correct date in meter imprints or in a mailers precancel postmark. Based on the results of the ten pieces checked use the following procedures for disposition of the mailing:

(1) If none of the pieces checked is short paid, no further checks are necessary for proper payment of postage.

(2) If three or more of the pieces checked are short paid, the mailing is to be rejected.

(3) If one or two of the pieces checked are short paid, a second sample of forty pieces is to be made. Each piece of the second sample is to be weighed and verified for proper payment of postage.

(4) If a total of three or more pieces from both samples are found to be short paid or bear the wrong date the mailing is to be rejected.

(5) The mailing and Form 3602-PC, *Mailing Statement-Bulk Rates*, shall be returned to the mailer for corrective action when three or more pieces are found with insufficient postage or incorrect dates, or when

the mailing does not qualify for the presort rate.

(6) When the additional postage for metered identical residual pieces for which the full single-piece rate is required is attached to Form 3602–PC, acceptance employees must verify the count of the residual pieces and ensure that the postage value of the meter strip equals the number of residual pieces multiplied by the difference between the full rate and the lower presort rate.

i. Mailers who elect to correct presort problems that result in disqualification of the mailing will generally be unable to return metered and precanceled mail to the acceptance unit on the same day originally presented. The date in the meter stamp or precancel postmark will thus reflect an incorrect mailing date. If the mailing is presented on the day immediately following its initial presentation and if it then meets all other acceptance requirements, accept the mailing on a one-time only basis when:

(1) Its initial presort deficiencies resulted from mailing equipment problems beyond the mailer's control. or

(2) It is the customer's first mailing at the presort rate and the improper presort resulted from misinformation or misunderstanding of the presort requirements.

Acceptance of Unqualified Mailing

When the above verification reveals a disqualification for the presort rate on a mailing, the mailer may elect to pay the single piece first-class rate in lieu of correcting the disqualification. Mailers may correct the Form 3602 or Form 3602–PC for unqualified mailings to indicate postage is to be paid at single piece first-class rates. All other requirements for permit mailings apply to such mailings. Mailers of unqualified metered mailings must pay the difference in cash at the window and present their copy of the cash receipt at the acceptance point before the mail can be released for processing.

Second-Class

General

Second-class mailings as well as other bulk mailings must be verified and accepted. However, second-class mailings generally are not weighed. Instead, reliance is placed upon periodic verifications of mailings by either auditing mailers' records or by weighing a mailing. This is generally adequate because the distribution is usually relatively constant from issue to issue.

Acceptance unit employees of additional entry post offices must spot check mailings to ensure that only copies of a publication authorized to be mailed at their office are mailed. For example, a publisher with an original entry in New York may have an additional entry in Denver for all addresses west of the Mississippi. Detection of California sacks in the mailing presented at New York would probably indicate a revenue deficiency.

Level B, C and E Per Piece Rates

Mailers must document or otherwise confirm the number of pieces mailed at the various per piece rates as prescribed by 467.6d, DMM. If a mailer maintains records to confirm the number of pieces mailed at the Level B, Level C and Level E per piece rates, the list should be verified for accuracy at the time of the first mailing and at least once a year thereafter. This can be done by verifying one or more three digit ZIP Codes on the list submitted. (This should be done for ZIP Codes receiving a high amount of presorted material.)

All material for these ZIP Codes as well as the state sack for that ZIP Code prefix can then be captured and a record made as to the volumes (number of sacks and weights) presorted to carrier routes, to each 5 digit destination, each 3 digit destination, and to the state. If there appears to be a significant difference between the results of the verification and the report, the region's Revenue Protection Program Manager should be contacted.

Examination of Copies

A person must be designated to examine a copy of each issue or edition of each second-class publication mailed at any post office. The following items shall be checked:

1. Is the publication authorized entry at that office?
2. Is the publication meeting preparation requirements, i.e., no unauthorized enclosures, proper identification statement format; proper BRM formats in advertisements, etc.?

A log of the examination must be maintained showing the date of examination, the name of the publication, the date of the issue or edition examined, the signature of the examiner and any discrepancies found.

Verification of Mailing Statement

Each mailing statement must be verified for accuracy and the postage must be computed. Any significant changes in zone distribution or the volume mailed, as reported on the mailing statement observed, should be reported to the accepting employee's supervisor.

If postage for a publication is computed at the end of each calendar month on the total bulk weight of all issues mailed during the month, an employee designated by the installation head must maintain a monthly log showing the date of the issue being mailed, the date of mailing, the average weight per copy and the total weight of the copies in the mailing. This information must be reconciled monthly with the Form 3541.

Verification by Postmasters of Weights and Number of Copies

The average weight per copy obtained by the publisher in the manner prescribed by 482.23 DMM for use either in computing postage on the bulk weight of a single issue, or in determining the weight of one sheet as provided for by 482.34 DMM, must be verified by the postmaster by weighing, or by supervising the weighing of, a representative number of copies of the issue. If the average weight per copy is used for determining the weight of one sheet, the postmaster must also verify the computation by which the publisher determines the weight of one sheet. At the end of each calendar month, when postage is computed on the total bulk weight of all issues mailed during the month, the postmaster must verify the combined weight of one copy from each issue by counting the sheets in the copies filed under the provisions of 482.34 DMM and multiplying the total by the previously verified weight of one sheet furnished by the publisher on Form 3541, *Statement of Mailing—Second Class Publications*. If there is reason at any time to doubt the accuracy of the information reported on Form 3541, sufficient weighings must be made to resolve the doubt. The postmaster will keep a record of the verification, preferably on the back of the applicable Form 3541.

Periodic Verification of Publications Authorized to Contain General Advertising

Postmasters of the office of original entry will periodically perform a verification of the data furnished on Form 3541. As part of this verification, the postmaster will confirm that the publication meets the requirement of having a list of paid subscribers. Verifications will be accomplished by cycling over a period not to exceed 5 years as follows:

Publications entered	*Cycling period*
1–100	1 year
101–200	2 years
201–300	3 years
301–400	4 years
401–	5 years

To perform this review, the postmaster will select one issue to be verified and obtain copies of all Forms 3541 for the issue, including those from additional entry offices. The data contained on these forms will be reviewed with the publisher to confirm its accuracy. The review must include an inspection of the publisher's records such as the print order or invoice showing the total number of copies printed, individual and bulk orders for subscriptions, stubs of receipts issued, sales records and returns for over-the-counter sales, cashbook or similar records. The results of the last audit performed by the Audit Bureau of Circulation (ABC) or Business Publications Audit of Circulation, Inc. (BPA), should also be examined if the publication is a member of either organization. Some differences should be expected between the figures contained in reports of the audit bureaus and those on mailing statements because of minor differences in the bureaus' definitions of subscriptions, etc. However, these reports can be useful in pinpointing areas needing close investigations if there are gross differences in the volumes reported. Postmasters must determine that:

a. Copies reported as subscribers' copies, which must not include complementary or other nonsubscribers' copies, are in substantial agreement with the publisher's mail circulation records.

b. Nonsubscribers' copies which exceed the amount allowable as samples are mailed at the transient or commingled nonsubscriber rates.

c. During the previous 12-month period the total copies to paid subscribers and to purchasers of single copies constitute more than half of the total circulated. See 422.22 and 426.1 DMM.

Records of the verifications on Form 3548, *Postmaster and Publisher Joint Review and Verification of Circulation,* must be retained, with the applicable Forms 3541.

Periodic Verification of Publications Not Authorized to Contain General Advertising

Once a year on an announced basis as determined by the postmaster at each office of mailing, all copies comprising one mailing of a publication *not authorized to contain general advertising* must be weighed to determine whether the total reported number of copies (outside county, in-county and foreign copies) on Form 3541 is correct.

The postmaster must keep a log arranged alphabetically by publication title or in numerical sequence by publication number (assigned by the Office of Mail Classification) showing the name of the publication, the date of verification, the issue verified and the name of the verifying employee. The back of the applicable Form 3541 must be annotated to show the date of verification, the issue verified, the average weight per copy for the issue (see 482.23, DMM), the total number of copies and the total pounds. The verifying employee must sign the report. Work papers and other data sufficient to prove a proper and thorough verification was performed must be attached to the applicable Form 3541. The results of the verification should agree with the average weight per copy for the issue and the total number of copies in the mailing as reported by the mailer on Form 3541.

If the verification discloses discrepancies regarding the average weight per copy or the total number of copies the postmaster and the publisher must resolve the discrepancies before the mail is accepted and dispatched. Subsequent mailings must also be verified until the mailer demonstrates his mailing statements are being prepared accurately.

Discrepancies

Where the verification discloses discrepancies which in the opinion of the postmaster are substantial and which cannot be resolved, the postmaster will submit a memorandum of the facts with a complete report on the reverse of Form 3501, *Application for Second-Class Mail Privileges,* to the Office of Mail Classification, Rates and Clasification Department, for advice and instructions before taking further action.

Ownership, Management and Circulation Statement

Each year, publishers are required to submit Form 3526, Statement of Ownership, Management and Circulation.

Postmasters shall:

a. Furnish at least 3 copies of Form 3526 for each publication not less than 10 days prior to October 1. One copy of the completed Form 3526 should be retained by the publisher for his records.

b. Examine each statement filed in duplicate to see that it contains all of the information required by law.

c. Return incomplete or incorrect statements to the publishers and obtain from them complete and correct statements.

d. Arrange the original copies alphabetically by titles and forward them to the Director, Office of Mail Classification, Rates and Classification Department, Washington, DC 20260. Retain the duplicate copies.

e. Obtain a copy of the issue of each publication in which the required statement is published. Verify the correctness of the published statement. File the copy. DO NOT forward it to Headquarters. Promptly report to the Rates and Classification Department, Office of Mail Classification, any instance where a publisher fails to file or to publish a statement.

Controlled Circulation

Generally post offices of mailing will perform essentially the same acceptance and verification procedures as with second-class.

Mailing Statement Verification

At least quarterly, *all copies* in a Controlled Circulation mailing must be *weighed* to determine whether the total net weight (excluding tare weight) and the total copies reported on Form 3541–A are correct. Except for quarterly publications, this verification should be performed on a surprise basis for each publication during a different week each quarter. The postmaster must keep a log arranged alphabetically by publication title or in numerical sequence by publication number (assigned by the Office of Mail Classification) showing the name of the publication, the date of verification, the issue verified, and the name of the verifying employee. The back of the applicable Form 3541–A must be annotated to show the date of verification, issue verified, average weight per copy for the issue, total number of copies, and total pounds, and the verifying employee must sign the report. An asterisk must be placed on Form 3543 to indicate the issue verified. Work papers, documents and other data sufficient to prove a proper and thorough verification was performed must be attached to the applicable Form 3541–A. The results of the verification should agree with the average weight per copy for the issue, the total number of copies in the mailing, and the total weight, as reported by the publisher on Form 3541–A. If the verification discloses discrepancies, the postmaster and the publisher must resolve the discrepancies before the mail is accepted and dispatched. Subsequent mailings of any publication published more frequently than quarterly must also be verified until the mailer demonstrates his mailing statements are being prepared accurately.

If the number of addressed pieces shown on Form 3541–A is less than 90% of the reported number of copies, the piece count should be verified as part of the quarterly verification. This should be done by examining such records as the mailer's subscription list and address plates to determine the number of addressed pieces containing several copies of the publication.

Statistical Statement

Publishers of controlled circulation matter must execute Form 8–C, *Pieces by Destination, Controlled Circulation Publications,* for the first mailing of each fiscal year, and for the first mailing, at any time, at a new post office of entry after the authorization to mail at controlled circulation rates has been received. The form will be distributed to publishers by their postmasters. Failure to comply with this requirement will result in non-acceptance of the mailing by the Postal Service.

Third-Class

Carrier route presort acceptance and verification procedures contained in POSTAL BULLETIN 21174, 1/25/79 remain in effect.

Fourth-Class

Special Fourth-Class Presort Verification:

For each 50 sacks or fraction thereof in a mailing, accepting post offices shall verify the presort as follows:

a. Select two sacks of 5-digit makeup and verify that no pieces are included bearing other than the 5-digit ZIP Code shown on the sack label. If a discrepancy of more than one piece is found, the mailing is disqualified.

b. For mailings that include sacks of mail presorted to 3-digit ZIP Code destination, select three sacks and verify that all pieces in a sack bear ZIP Codes having the same first three digits of ZIP Code as that shown on the sack label and that no identical 5-digit ZIP Codes are contained in quantities sufficient to make up a full or a substantially full sack, as appropriate for the presort rate level, for mail addressed to the same 5-digit ZIP Code destination. If it is found that one 5-digit sack could have been made up separately from the pieces in a 3-digit sack, the mailing is disqualified. If more than two pieces are found in any sack made up to the same 3-digit ZIP Code destination that bear a different first three digits of ZIP Code, the mailing is disqualified.

c. For mailings made up to BMC destinations, check the mailers statement as to how many pieces are required to fill one-third of a No. 2 sack to confirm that it is reasonable. Scan the listing which accompanies the mailing to ensure that there are at least eight pieces, 20 pounds, or sufficient pieces to fill one-third of a sack, to each three-digit ZIP Code destination appearing on the list. Confirm that the total number of pieces appearing on the listing agrees with that shown on the mailing statement. Look at the addresses of several pieces in at least two BMC sacks and verify that they are for three-digit destinations shown on the listing. Reject the mailing if there are any apparent discrepancies in the listing that cannot be resolved.

d. If a mailing is disqualified, the next mailing by the customer at presort rates should have twice the number of sacks verified as specified in a. and b., and such intensified verification shall be extended to one-fifth of the customer's mailings during the following six-month period.—*Rates & Classification Dept., 3–27–80.*

Special Cancellations

Cancer

Postmasters who have special Cancer cancelling machine die hubs are authorized to use them during the period April 1 through April 30, 1980.

CARIH

Postmasters who have special CARIH cancelling machine die hubs are authorized to use them during the period April 1 through May 7, 1980.

Law Day

Postmasters who have special Law Day cancelling machine die hubs are authorized to use them during the period April 1 through May 1, 1980.

After the authorized periods, withdraw the die hubs and retain them for future use.—*Rates & Classification Dept., 3–7–80.*

Domestic Orders

False Representation. Enforced by postmasters at cities listed.

State and City	*Names Covered*
California, Oakland 94612.	Bettervision Eye Clinic, Pacific Building, 16th and Jefferson.
Arkansas, Eagle River 99577.	Alaska Ball-Matic Sales, Box 10, Crestview Lane.
Oregon, Portland 97268.	Mailhouse, P.O. Box 68403.
Missouri, St. Louis 63119.	Super-Car Publications, P.O. Box 28101.
New York, Albany 12210.	D.A.R. Property Management, 310 State Street.
Arizona, Tucson 85704.	D.A.R. Property Management, 7356 North Casa Blanca Drive.
New York, Rochester 14614.	Senior Citizens Entertainment Service of Monroe County and Vietnam War Veterans of Rochester, 628 Powers Building, 16 West Main Street.
California, Westminister 92683.	Box 1040, P.O. Box 1040.
Colorado, Colorado Springs 80933.	U.S. Press, Post Office Box 7408.
Arizona, Phoenix 85060.	Mailco, Post Office Box 15919.

—*Judicial Officer, 3–27–80.*

All Personnel Processing Mail for Dispatch Abroad

Foreign Order Notice 3

Keep all foreign order notices for use as reference. A tentative *lottery order* has been issued against:

CANADA
Vancouver, B.C.

Canusa Industries and Accounts Department, 1250 Homer Street, P.O. Box 58144, Stn. L

IRELAND
Rathmines, Dublin

Kathleen O'Donoghoe, 35 Beechwood Park

Dublin

Mr. Paul V. O'Neill, Corballis Golf Club, Corballis, Donabate Co.
Sean Powers, Rostrevor, Scolarstown Road

Glasnevin, Dublin

Lucy Fanning, 51 Beechmount

Monkstown Co. Dublin

Dan Gallagher, 23 Abbey Park

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to the Postmaster of New York, NY 10001. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all SCFs and designated International Exchange Offices.—*Judicial Officer, 3–27–80.*

District and MSC Consolidations

Effective March 22, 1980, the White River Junction, VT District was combined with the Portland, ME District to form the Northern New England District.

Manchester, NH	030–034
Portsmouth, NH	035, 038–039
White River Junction, NH	036–037, 050–051, 053, 058–059
Portland, ME	040–041, 045, 048
Auburn, ME	042–043, 049
Bangor, ME	044, 046–047
Burlington, VT	052, 054, 056–057

* * * * *

The ZIP Code for the Western Slopes District Office has been changed to 84127. The box number remains the same.

* * * * *

Under the Michigan District, the ZIP Codes for MSC Grand Rapids, MI should read:

Grand Rapids, MI	493–496

* * * * *

Under the Iowa District, ZIP Code Area 514 Des Moines, IA should be placed as part of the ZIP Code Area for Sioux City, IA as follows:

Des Moines, IA	500–503, 508
Sioux City, IA	510–514

Please make corrections to your listing on page 6 of POSTAL BULLETIN 21236, (3–13–80).—*Operations Group, 3–27–80.*

Express Mail Same Day Airport Service

In late March 1980, all Airport Mail Facilities on the Express Mail same day airport service network will receive a supply of small pressure-sensitive labels for recording flight information on outgoing shipments. This information will help identify and correct service failure causes.

The next reorder of Express Mail Label 11C will contain preprinted blocks on the *Service Analysis* and *Proof-of-Delivery* copy to record this information. In the interim, use the pressure-sensitive labels until the present supply of Label 11C is exhausted.

Acceptance clerks use the following procedures in preparing and affixing the pressure-sensitive label:

1. Determine *Date and Time Due* information and complete copy 1 of the Label 11C (Customer Receipt)—**No change in present procedure.**

2. Remove copies 1 and 2 of Label 11C and give copy 1 to the customer and set aside copy 2 to be sent to Finance—**No change in present procedures.**

3. Write all flight numbers (route and trip) and scheduled arrival time at final destination on a pressure-sensitive label and affix to the *Service Analysis* and *Proof-of-Delivery* copy of Label 11C. **Note:** The data must be written on the pressure-sensitive label before it is placed on the Label 11C. Otherwise, the information will be reproduced on the last copy, which is not authorized. Flight information is *not* to be provided to the customer.

The labels, along with additional instructions, will be sent to each Airport Mail Facility by the regional express mail managers.—*Customer Services Dept., 3–27–80.*

POST OFFICE CHANGES NO. 14

(Supplemental to 1980 National ZIP Code and Post Office Directory.)

Abbreviations: B=Branch. C=City Delivery. Conv.=Converted. CPO=Community Post Office. Disc.=Discontinued. Estab.=Established. F=Finance. Fac.=Facility. I=Independent Post Office. IC=Independent City. MOU=Money Order Unit. MPO=Main Post Office. MR=Mailing Restrictions (from Part 125 DMM) apply. NP=Nonpersonnel. NZCD=National ZIP Code and Post Office Directory. P=Postal facility discontinued, name retained for address purposes. Resc.=Rescinded. S=Station. x=Classified. (Contract stations and branches do not have the symbol "x" following the symbol of type of installation.)

Symbols: (1)=Officially closed on date shown. Notice is for administrative record purposes. (2)=Officially established on date shown. Notice is for administrative record purposes. (3)=All services previously terminated. Date shown is official discontinued date for administrative purposes.

State	Name of post office	County/parish	Name of station, branch, or unit	Type S/B	ZIP Code	Change action	Effective date	Explanation of change
AL	Fountain	Monroe		I	36443	Delete	4-30-80	PO disc. Change ZIP Code only. Continue address of Fountain, AL. (3)
AL	do	do		P	36460	Add	4-30-80	
AL	Huntsville	Madison	Oakwood College	CPO	35806	Delete	3-17-80	CPO ZIP Code changed.
AL	do	do	do	CPO	35896	Add	3-17-80	
AL	Owassa	Conecuh		I	36468	Delete	4-30-80	PO disc. Change ZIP Code only. Continue address of Owassa, AL. (3)
AL	do	do		P	36401	Add	4-30-80	
AZ	Ganado	Apache	Toyei	CPO	86505	Delete	5-18-79	CPO disc. Retain ZIP Code. (1)
CA	Rheem Valley	Contra Costa		I	94570	Delete	5- 5-80	PO conv. to Bx. Retain ZIP Code. (1)
CA	Moraga	do	Rheem Valley	Bx	94570	Add	5- 5-80	
CA	Goleta	Santa Barbara		I	93017	Delete	5-17-80	PO conv. to Bx. Retain ZIP Code. (1)
CA	Santa Barbara	do	Goleta	Bx	93017	Add	5-17-80	
CA	Goleta	do	Ellwood	Bx	93018	Delete	5-17-80	Bx parent PO changed. Retain ZIP CODE. (1)
CA	Santa Barbara	do	do	Bx	93018	Add	5-17-80	
CA	Goleta	do	Isla Vista	B	93017	Delete	5-17-80	B parent PO changed. Retain ZIP Code. (1)
CA	Santa Barbara	do	do	B	93017	Add	5-17-80	
ID	Malta	Cassia	Naf	CPO	83345	Delete	1-31-80	CPO & ZIP Code disc. (1)
IL	Chicago	Cook	Chestnut Street	Sx	60610	Delete	8-27-79	Sx disc. Retain ZIP Code. (1)
IL	do	do	Fort Dearborn	Sx	60611	Delete	8-27-79	Sx ZIP Code changed.
IL	do	do	do	Sx	60610	Add	8-27-79	
IL	do	do	Ontario Street	Sx	60611	Add	9- 4-79	Sx estab. (2)
IL	Oaklawn	do	Hometown	B	60456	Delete	4-30-80	B disc. Retain ZIP Code. (1)
IN	Fort Wayne	Allen	Pine Valley	B	46825	Add	4-12-79	B estab. (2)
MI	Merriweather	Ontonagon		I	49949	Delete	5-17-80	PO disc. Change ZIP Code only. Continue address of Merriweather, MI. (1)
MI	do	do		P	49947	Add	5-17-80	
MI	Battle Creek	Calhoun	Plaza	B	49015	Delete	2-22-80	B conv. to S to correct NZCD.
MI	do	do	do	S	49015	Add	2-22-80	
MO	St. Louis	St. Louis	Kirkwood Annex	Bx	63131	Add	3- 1-80	Bx estab. (2)
MO	do	do	Convention Center	Sx	63101	Delete	3- 1-80	Sx name changed. Retain ZIP Code.
MO	do	do	Gateway	Sx	63101	Add	3- 1-80	
NM	Gallup	McKinley	Yatahey	CPO	87301	Add	7-27-79	CPO estab. (2)
SC	Beaufort	Beaufort	Marine Corps Air Station.	BX	29902	Delete	3- 7-80	Bx ZIP Code changed.
SC	do	do	do	BX	29904	Add	3- 7-80	
SC	Ritter	Colleton		I	29473	Delete	4-30-80	PO disc. Change ZIP Code only. Continue address of Ritter, SC. (3)
SC	do	do		P	29488	Add	4-30-80	
TX	Waco	McLennan	Baylor University	Sx	76706	Delete	2- 1-80	Sx ZIP Code changed.
TX	do	do	do	Sx	76798	Add	2- 1-80	
TX	Huntsville	Walker	Sam Houston College	S	77340	Delete	2- 1-80	S ZIP Code changed.
TX	do	do	do	S	77341	Add	2- 1-80	
WA	Seattle	King	North City	Sx	98155	Add	7- 1-80	Sx estab. (2)
WI	Madison	Dane	Verona	CPO	53593	Delete	3- 8-80	CPO conv. to Bx. Retain ZIP Code.
WI	do	do	do	Bx	53593	Add	3- 8-80	
WI	Marshfield	Wood	Northway Plaza	S	54449	Add	1- 7-80	S estab. (2)

—Delivery Services Dept., 3-27-80.

REUSE ACCOUNTABLE PAPER MAILING CARTONS ONLY AFTER OBLITERATING REGISTRY OR OTHER POSTAL ENDORSEMENTS.

VACANT REGULAR RURAL ROUTES LISTING NO. 80–16

The vacant rural routes listed below will be posted for bid in accordance with the USPS–NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this POSTAL BULLETIN. Those rural carriers having special bidding rights as defined in the USPS–NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	* Route classification and evaluation	Route length
CENTRAL REGION					
Illinois	Kankakee	60901	07	34:59 (35S)	28.30
	Winnebago	61088	02	37:27 (37S)	57.55
	Dow	62022	01	50:55 (42K)	62.93
	Carbondale	62901	03	57:42 (48K)	67.60
Indiana	Terre Haute	47805	51	51:30 (43K)	54.50
Kentucky	Clinton	42031	02	40:58 (41S)	106.95
	Marion	42064	02	43:43 (44H)	68.20
	do	42064	04	39:40 (40S)	70.00
	Glasgow	42141	04	45:01 (45H)	63.15
	Scottsville	42164	06	44:01 (44H)	84.70
	Clay	42404	01	42:47 (43H)	71.55
Michigan	Pontiac	48053	22	52:48 (44K)	29.20
	Richmond	48067	05	39:40 (40H)	36.53
	South Lyon	48178	02	46:32 (43J)	48.90
	Charlotte	48813	05	46:20 (42J)	65.74
Minnesota	Excelsior	55331	01	43:13 (43H)	39.05
	do	55331	05	44:20 (44H)	20.25
Missouri	Hannibal	63401	03	47:01 (43J)	50.75
	Kansas City	64108	03	44:22 (44H)	31.20
	Butler	64730	03	43:19 (43H)	102.10
	Raymondville	65555	01	39:44 (40S)	75.80
	Clever	65631	01	45:53 (46H)	90.70
North Dakota	Stanton	58571	01	42:37 (43S)	133.00
Ohio	Pickerington	43147	04	35:48 (36H)	19.40
	St. Clairsville	43950	02	38:58 (39S)	52.60
	Franklin	45005	01	48:18 (44J)	38.75
South Dakota	Academy	57310	01	30:28 (30S)	101.70
EASTERN REGION					
New Jersey	Toms River	08753	04	45:23 (45H)	40.20
New York	Addison	14801	02	45:18 (45H)	96.45
	Alpine	14805	01	47:26 (43J)	84.40
Pennsylvania	Smithfield	15478	01	48:15 (44J)	43.90
	Titusville	16354	05	36:48 (37S)	60.20
	Carlisle	17013	07	45:46 (46H)	43.70
	Christiana	17509	01	45:20 (45H)	54.05
NORTHEAST REGION					
Maine	Gardiner	04345	02	42:14 (42H)	54.90
Connecticut	Tolland	06084	04	44:35 (41J)	23.55
New York	Carmel	10512	08	36:04 (36H)	18.50
	Rexford	12148	01	35:01 (35H)	21.60
	Schenectady	12305	05	52:17 (44K)	54.85
	do	12305	04	46:04 (46H)	52.50
SOUTHERN REGION					
Alabama	Arab	35016	03	52:07 (43K)	71.30
	Pleasant Grove	35127	16	43:27 (43H)	21.25
	Warrior	35180	02	50:20 (42K)	71.00
	Carrollton	35447	01	40:26 (40S)	89.70
	Anniston	36201	03	50:08 (46J)	37.30
	do	36207	10	51:32 (43K)	37.80
	Wellington	36279	01	49:26 (45J)	76.90
Georgia	LaFayette	30728	04	44:08 (44H)	45.70
	Sylvania	30467	05	46:44 (43J)	91.95
	Valdosta	31706	04	53:18 (44K)	89.15
Florida	Tallahassee	32308	03	46:52 (43J)	54.26
	do	32312	01	41:46 (42S)	84.85
	Punta Gorda	33950	04	High Season 52:09 (43K) Low Season 42:13 (72H)	44.97 44.97
Louisiana	Jonesville	71343	02	55:23 (46K)	125.34
North Carolina	Raleigh	27611	13	49:05 (K-41)	31.60
	Horse Shoe	28742	02	46:53 (43J)	61
Oklahoma	Horman	73069	06	43:20 (43H)	79.70
	Balko	73931	01	39:11 (39S)	120.75
	Salina	74365	01	41:56 (42H)	83.65
Tennessee	Hixson	37343	01	46:03 (42J)	37.20
	Corryton	37721	03	53:13 (44K)	56.55
	Harriman	37748	01	42:50 (43H)	45.00
	Mascot	37806	01	42:01 (42H)	43.40
	Knoxville	37901	40	41:51 (42H)	28.80
Texas	Troup	75789	03	49:47 (40J)	100.15
	Arlington	76010	07	40:02 (40H)	19.25
	Mansfield	76063	04	36:29 (36H)	18.85
	Fort Worth	76101	11	61:55 (43K)	51.60
	do	76101	06	45:43 (42J)	25.40
	Missouri City	77459	08	49:48 (42K)	12.60
	Round Rock	78664	01	39:09 (39S)	41.70
	Quanah	79252	01	39:02 (39S)	124.60
WESTERN REGION					
Arizona	Apache Junction	85220	11	45:02 (41J)	13.85
	do	85220	13	37:47 (38H)	9.75
California	Bakersfield	93302	08	53:16 (44K)	51.00
	Sanger	93657	04	42:15 (42H)	39.80
Colorado	Greeley	80631	02	46:26 (43J)	74.40
	do	80631	03	43:46 (44H)	51.55
	do	80631	04	43:50 (44H)	73.50
	Campo	81029	01	27:06 (27S)	85.05
Washington	Freeland	98249	01	37:53 (38S)	37.45
	do	98249	02	37:03 (37S)	39.20
	Yakima	98903	01	43:54 (44H)	34.25

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*The "Route Classification and Evaluation" published in this POSTAL BULLETIN may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

—Labor Relations Dept., 3–27–80.

A MOTORIST SHOULD ALWAYS DRIVE SO THAT HIS LICENSE WILL EXPIRE BEFORE HE DOES!

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MISSING OR STOLEN U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Insert any interim notices in sequence. **A. New Style.** (Listed below). The actual serial numbers consist only of the first 10 digits. Destroy the PB 21237 article. **B. Old Style.** The listing from PB 21148 is still valid. **C. Counterfeit.** The listing from PB 21190 is still valid.

165 705 7000 to 7999
167 061 1632 to 1699
167 982 3712 to 3799
173 960 5125 to 5699
190 137 2592 to 2699
193 273 8600 to 8999
194 519 7600 to 8099
195 263 7000 to 8999
195 322 5400 to 5699
197 427 0113 to 0149
198 354 3000 to 3099
199 567 1359 to 1999
203 297 6000 to 7499
203 619 3700 to 3999
203 851 6800 to 6899
204 108 8000 to 9999
206 493 4600 to 4799
206 793 5600 to 6499
208 287 8700 to 8899
208 385 5000 to 6999
209 728 2600 to 3099
210 176 8200 to 8599
210 868 4500 to 4699
211 238 0459 to 0999
211 436 5608 to 5699
211 527 2600 to 3099
211 682 3100 to 3599
213 123 9827 to 9999
213 578 4229 to 4399
213 822 5800 to 6299
214 158 2955 to 2999
214 159 4800 to 4999
215 532 5100 to 5399
215 538 0200 to 0499
216 678 6072 to 6999
217 210 7100 to 7299
217 241 5400 to 5799
217 268 2574 to 2699
217 667 3400 to 3599
217 672 4200 to 4599
217 902 4181 to 4299
218 755 4591 to 4699
220 350 0000 to 0999
221 371 4600 to 4999
221 626 2100 to 2299
221 661 5318 to 5499
222 224 8100 to 8499
222 536 2000 to 2299
224 057 4061 to 4299
224 206 6395 to 6499
224 554 9830 to 0399
225 268 1655 to 1799
225 711 9700 to 9999
225 712 0000 to 0999
225 767 2000 to 2299
226 904 0500 to 0599
227 097 4600 to 4699
227 254 9800 to 0099
227 611 4000 to 4599
228 660 5976 to 5999
229 117 4866 to 4999
229 346 9900 to 9999
229 434 3500 to 3599
229 531 9700 to 9899
229 563 1918 to 1999
229 576 1732 to 1799
229 576 1800 to 1899
229 585 4570 to 4599
230 406 2975 to 2999
230 577 6515 to 6599
230 826 8683 to 8799
231 126 6475 to 6499
231 147 0883 to 1499
231 525 7893 to 7999
231 651 8280 to 8299
231 725 2789 to 2799
231 770 2751 to 2762
231 873 7928 to 7999
232 295 7249 to 7599
232 319 6535 to 6599
232 426 6620 to 6699
232 665 0292 to 0399
233 262 7907 to 7999
233 407 5872 to 5899
233 453 8902 to 8929
233 516 6100 to 6199
233 638 1200 to 1799
233 845 9000 to 9099
234 031 6456 to 6999
234 064 8437 to 8499
234 261 4500 to 4599
234 431 3655 to 3699
234 500 2944 to 2999
234 659 4000 to 4199
234 659 8700 to 8999
234 742 1948 to 1999
234 802 1060 to 1199
234 997 1000 to 1599
235 254 2060 to 2099
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242 576 1609 to 1699
242 585 4155 to 4299
242 591 4500 to 4699
242 605 0000 to 0999
242 621 8314 to 8399
242 781 0789 to 0799
242 816 1337 to 1399
243 112 4109 to 4120
243 228 7200 to 7499
243 766 6730 to 6799
243 805 0000 to 0299
243 906 7800 to 8199
244 299 2000 to 2199
244 366 8800 to 8899
244 381 3024 to 3099
244 525 0719 to 0799
244 657 7700 to 7899
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245 279 1420 to 1499
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245 695 0346 to 0399
245 973 2677 to 2699
246 076 7300 to 7399
246 155 4048 to 4099
246 155 5000 to 5499
246 402 6511 to 6599
246 608 6300 to 6399
246 609 9545 to 9799
246 741 2082 to 2099
246 816 2600 to 2699
246 973 1372 to 1399
247 012 0500 to 0599
247 066 9300 to 9399
247 113 5635 to 5699
247 490 1960 to 1999
247 490 2086 to 2099
247 497 4000 to 4099
247 544 0200 to 0214
247 575 4400 to 4499
247 929 6417 to 6799
247 983 1511 to 1899
248 120 4322 to 4399
248 244 7246 to 7299
248 317 7624 to 7699
248 397 2163 to 2199
248 423 4864 to 4999
248 440 7916 to 7971
248 718 7317 to 7399
249 680 4872 to 4899
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249 996 6300 to 6499
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250 547 7046 to 7099
250 565 7029 to 7099
250 833 7200 to 7399
250 951 4340 to 4363
250 991 9778 to 9799
251 518 6281 to 6399
251 964 6056 to 6199
252 171 2041 to 2056
252 206 2101 to 2199
252 235 4400 to 4499
252 235 4581 to 4899
252 432 6988 to 6999
252 891 1159 to 1199
253 175 2670 to 2699
253 293 5931 to 5940
253 446 4033 to 4099
253 547 6013 to 6049
253 547 6054 to 6099
253 747 6924 to 6999
254 107 8590 to 8599
254 107 8913 to 8999
254 259 8867 to 8899
254 259 8951 to 9099
255 276 0949 to 0999
256 193 4000 to 5499
259 227 0000 to 1499
259 745 1300 to 1499
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800 941 7900 to 7999
801 278 3600 to 3999
801 579 6056 to 6098
801 629 1900 to 1999
802 029 5199 to 8999
802 265 0575 to 1999
802 774 0000 to 4999

UNITED STATES POSTAL SERVICE
WASHINGTON, D.C. 20260
OFFICIAL BUSINESS

PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE, $300

U.S.MAIL

FIRST CLASS

Schedule. The Postal Bulletin is published every Thursday by the Directives and Forms Division of the U.S. Postal Service, Washington, DC 20260.

Distribution. The Bulletin is received by all postal facilities.

Effective Period. Postal Bulletin articles are effective for six months unless otherwise specified.

Index. A quarterly index of Bulletin articles appears early in the months of January, April, July, and October.

Orders.

Public sale:
    Superintendent of Documents
    U.S. Government Printing Office
    Washington, DC 20402
        Single copy: 70 cents
        Subscription: $35, $8.75 additional for foreign mailing

Postal facilities:
    For one time orders, send Form 7380 to the Eastern Area Supply Center.
    To change quantity received, send Form 1286 to the Directives and Forms Division, giving justification.

21239

postal bulletin

PB 21239—April 3, 1980—16 Pages

Counterfeit Money Order

If money order number **253 252 8845** is presented, do not cash. Notify Postal Inspectors and local police.—*Inspection Service, 4–3–80.*

Moved Mail Program

The FY 1980 **Moved Mail Program** is part of Postal Service effort to reduce the volume of undeliverable-as-addressed mail.

In early April a direct mail campaign will enlist the assistance of commercial organizations, such as real estate and moving firms, which are in close contact with that portion of the public who are moving. Enclosed in the direct mailing is a two-part response card, Form 4328X, *Change of Address Service.* The action copy is addressed to the local postmaster. The second copy is addressed to Headquarters for statistical purposes and program evaluation.

Local offices are requested to take the following actions:

1. Obtain adequate local stocks of Notice 8A, *Change of Address Kit,* from the supply centers so as to be able to fill orders from lobby customers and requests from commercial organizations.
2. Promptly fulfill requests for Notice 8A from commercial organizations forwarded to you on Form 4328X.
3. Retain all cards to recontact agent firms quarterly to offer additional supplies.
4. Display lobby Posters 37A, 37B, *Moving?,* and use fill-in news releases for local media coverage. These posters were distributed March 3 to CAGA–J post offices and their classified stations and branches.
5. Orient employees on the **Moved Mail Program,** especially window clerks and carriers who are in regular contact with customers who may be moving. Postal Service employees should encourage customers to notify all correspondents a month before they move. Reproducible sets of customer handout handout letters, to be used in conjunction with clerk and carrier distribution of Notice 8A, were previously provided to MSCs.—*Customer Services Dept., 4–3–80.*

Lost Discounts

The Postal Service continues to lose discounts on purchases because of: (1) erroneous or incomplete information in the Discount Terms box on Form 7334, *Order-Invoice-Voucher,* or Form 7333, *Solicitation, Offer, and Award,* and (2) delay in forwarding receiving reports to postal data centers. See Section 1, part 17, *Prompt Payment Discounts,* of Publication 41, *Postal Contracting Manual.*

Copy 6 of Form 7334 or Form 7379, *U.S. Postal Service Receiving Report,* must be completed immediately upon receipt of the supplies or services and sent to the appropriate postal data center.

The unnecessary loss of purchase discounts represents a sizable cost to the Postal Service. All contracting officers must make every effort to prevent these losses.—*Procurement & Supply Dept., 4–3–80.*

Work Area Poster

Post offices that receive Safety Awareness posters will soon receive a poster with the message "Damaged First Day Covers Break a Collector's Heart." This poster is intended to remind employees about proper handling of all philatelic covers as noted in POSTAL BULLETIN 21231 (2–7–80).

This poster should be posted in a work area where employees will see it either on the workroom floor or in the employees' swing room. It should not be posted in the lobby or in a public area. It should remain in place for an indefinite period. Additional copies may be ordered after April 1, 1980 from supply centers, using established procedures. Poster No. 56A is 8½" x 11" and Poster No. 56B is 21" x 28".—*Customer Services Dept., 4–3–80.*

Carson City Silver Dollars

The request for the General Services Administration sale of Carson City Silver Dollars has exceeded their capacity to fulfill the orders in a timely manner. There is an 80 to 90 days backlog of orders.

Not realizing the magnitude of this backlog, many citizens are requesting local Post Offices to trace orders.

Ask persons requesting tracers for Carson City Silver Dollar orders to write to the General Services Administration Att: Carson City Silver Dollar, San Francisco, CA 94170, or wait at least 90 days, allowing GSA sufficient time to process the backlog of orders.—*Customer Services Dept., 4–3–80.*

FEDSTRIP Requisitioners

This is to inform all requisitioners that Fund Code 4 should be used only by perimeter offices for the procurement of anti-freeze. Accordingly, Standard Form 344, *Multiuse Standard Requisitioning/Issue System Document,* should be coded to reflect Fund Code 4 in Position 53 for the procurement of anti-freeze. Fund Code 4 is a vehicle expense item charged to account 52151, *Undistributed Operating Supplies.*—*Finance Dept., 4–3–80.*

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P 1.3:

MANAGEMENT ASSOCIATE PROGRAM RECRUITMENT

The Management Associate Program is recruiting for a limited number of vacancies in each region. The program provides a select group of high potential individuals with progressively more responsible experience in postal management during the 36-month program. The starting date for those selected is early in August, 1980.

A. Eligibility. Both postal and nonpostal applicants can be accepted into the program. The basic selection factor is a master's degree in Business Administration or closely related field. Applicants with a bachelor's degree in Business Administration (or closely related field) and significant supervisory experience are also considered. The kinds of graduate-level knowledge desired are course work in at least two or three of the following fields: management theory, accounting, capital investment, marketing, computer technology, production management, economics, human behavior, etc. Those who meet the above requirements will then be screened on the basis of their responses to the selection criteria shown in paragraph D.2. All applicants will be considered without regard to race, color, religion, age, sex, national origin, political affiliation or other non-merit factors or considerations. Qualified minorities and women are encouraged to apply.

B. Program Outline

1. Program assignments are usually in the following sequence:

a. Initial/mid-level supervision (usually in one MSC): in Mail Processing (4 months), in Customer Services (4 months), and as Officer-in-Charge, EAS 18-22 (4 months).

b. Higher-level management (up to and including SC Director positions): in Mail Processing (4 months), in Customer Services (4 months), and as region or Headquarters analyst/specialist staff assignment (4 months).

c. Final: as assistant to regional director, Regional Postmaster General, or Headquarters officer (4 months), and as a high level functional or Officer-in-Charge assignment (4-8 months).

2. Management Associates (MAs) are usually assigned to one region for development. Development assignments are made in a number of offices in that region, and frequent travel and relocation is required. (Two specific relocation reimbursement provisions apply to MAs, see 355 and 423 of Handbook M-9, Travel.)

a. MAs may request reduced per diem in lieu of relocation benefits if justified by a valid hardship to spouse or children.

b. Regardless of the number of relocations in the program, MAs may only claim expenses for the sale of one house (owned prior to entering the program), and the purchase of one house (bought after leaving the program).

C. Salary, Grade and Placement:

1. Grade

a. MAs enter at grade EAS-17. Those above the EAS-17 grade must accept a voluntary grade reduction to enter the program. The usual starting salary for postal applicants is EAS-17, step 1 (currently $20,207) or their present base salary (with COLA, if any, included), whichever is greater. If base salary plus COLA falls between two steps, the individual will be raised to the next higher step. The maximum starting salary may not be exceeded. Maximum starting salary is step 5 of the EAS-17 grade (currently $23,887). Those making more than this amount must voluntarily accept a reduction in pay to enter the program. Non-postal applicants enter at the EAS-17, step 1.

b. MAs do not receive step increases, however, they are promoted to grade EAS-18 at the end of a year of satisfactory performance, and to grade EAS-19 after another year of satisfactory performance. Promotion rules of 410 of the Employee and Labor Relations Manual (ELM) are followed for these promotions and upon outplacement from the program. In-program promotional increases are based on supervisory and regional evaluations of MA performance.

2. Overtime, Premium Pay. MAs, as assigned, are exempt from the provisions of the Fair Labor Standards Act. MAs may be required to work varied hours to meet program requirements. MAs are not eligible for higher level pay, including assignments as Officer-in-Charge. They are not eligible for any premium pay in accordance with Management Instruction EL 430-79-10, May 5, 1979. MAs assigned to Puerto Rico, the Virgin Islands, Hawaii, and Alaska are entitled to the territorial cost-of-living allowance in effect for those areas.

3. Placement

a. MAs may be placed non-competitively up to three grades above that held in the program. They may compete for positions at any grade.

b. MAs may be considered for any position in the Postal Service for which qualified, regardless of the stated area of consideration under normal non-bargaining unit promotion procedures.

c. The above procedures do not apply to Postmaster positions. MAs compete for such positions as any other candidate.

D. How to Apply:

1. A complete application consists of:

a. Form 991A, *Application for Promotion or Assignment* (Non-Postal applicants must use Form 2591, *Application for Employment*, intead of Form 991A.) Postal applicants must include the statement *I will accept development assignments at any Postal facility regardless of location*, in the Special Assignments block on the back of the 991A.

b. Form 991B *Supplement to Application for Promotion or Assignment* with separate sheets attached as necessary which address each of the selection criteria shown in D.2. (Non-postal applicants will attach separate sheets to Form 2591. Form 991B is not required.)

c. Postal applicants must have their immediate supervisor provide a recommendation on the Form 991B to address the selection criteria shown in D.2. Obtain the signature of the next higher-level supervisor/manager as follows:

Employees of	*Completed by*
Associate Office or sectional center facility	Sectional center manager
BMC, AMF or facilities reporting directly to Districts	Facility manager
District	District manager
Region or Headquarters	General manager

(Non-postal applicants will enclose a letter of recommendation from a supervisor or professor which addresses the selection criteria of D.2.)

d. Transcripts from colleges attended which show clearly degrees received and courses taken. Transcripts may be provided by either the applicant or the university/college, must be timely, readable, and an official representation of course work.

e. A self-addressed stamped or penalty business envelope must be included, to notify applicants of selection results. Applicants may also enclose a second such envelope if they want notification that their application has been received.

2. Attach separate sheets to Form 991B, *Supplement to Application for Promotion or Assignment* (non-Postal applicants use Form 2591, *Application for Employment*), which address each of the items shown below in one or two concise paragraphs. Place name in the upper right corner of each attached sheet. For each item, cite an example from your past experience (work experience or otherwise) and show how it demonstrates that you have the ability, knowledge or skill necessary to meet program requirements.

a. Communications effectiveness, both oral and written. MAs must communicate effectively with their management, peers, and subordinates in a wide variety of work situations. They must present their thoughts in writing in a clear, tactful manner. Give example from your past experience that demonstrates your ability in this regard. This application is also an example of your written communication ability.

b. Decision-making skills. Throughout their postal career, MAs will be expected to analyze and resolve problems to produce valid results. Give an example of an important decision you have made in the past year, describing what steps you took to arrive at the decision and the outcome of the decision.

c. Achievement and drive. MAs are expected to be high achievers with energy to see a job through to completion. Describe an action you have taken in the past year which improved your chances for promotion or reassignment. Describe a situation where you had to apply great energy to a task, and what the results were.

d. Planning and scheduling people to meet work requirements. One requirement of line management is to effectively staff, plan, and schedule their operations and personnel to meet production needs. Give an example of how you have achieved this in a work or social setting and what the results were.

e. Human relations skills. MAs are required to go into work situations and installations where there are no other Associates. The degree to which they can quickly be accepted by management, their peers and the work force will determine how much they can derive from an assignment. Describe an instance where you entered a work or social situation as an "outsider," how you dealt with that situation, and what the results were.

f. Adaptability to changing work and role expectations. MAs must be able to adapt to rapid shifts in assignment locations, organization level, and degree of management responsibility. Give an example of a situation where you underwent a sudden shift, either up or down, in responsibility, location or organization level, and how you were able to adapt to it.

3. Incomplete applications will not be considered. Completed applications must be sent to only one of the following regions, addressed "Attention: Management Associate Program".

Central Region

Manpower Development Branch
Room 1122
Central Region, USPS
Chicago, IL 60699

Eastern Region

Manpower Development Branch
Room 667
Eastern Region, USPS
Philadelphia, PA 19101

Northeast Region

Manpower Development Branch
Room 2121N
Northeast Region, USPS
New York, NY 10098

Southern Region

Manpower Development Branch
12th Floor
Southern Region, USPS
Memphis, TN 38166

Western Region

Manpower Development Branch
Western Region, USPS
San Bruno, CA 94099

4. Applications should be sent to reach the region as soon as possible and must be received no later than **May 23, 1980.**—*Employee Relations Dept., 4-3-80.*

Controlled Circulation Publication

Effective immediately, section 523.2 is added to the DOMESTIC MAIL MANUAL, to allow publishers to mail qualifying copies of back issues of controlled circulation publications at the controlled circulation rates of postage. Present 523 is renumbered as 523.1 and entitled *Bona Fide Pages,* and new 523.2 reads as follows:

523.2 Back Issues and Reprints. The following kinds of back issues and reprints of a publication meeting the qualification requirements in 521 may be mailed at the controlled circulation rates:

a. Unbound copies of back issues as long as the publication's controlled circulation entry is in effect.

b. Unbound reprint copies of daily publications printed within one week of the date of issue.

c. Unbound reprint copies of other than daily publications printed before the next issue is printed. Other reprints and bound back issues are charged with postage at the applicable third- or fourth-class rates.—*Rates & Classification Dept., 4-3-80.*

International Mail—Ecuador

Effective immediately, recall or change of address service is available for all postal union mail items addressed to Ecuador.

The postal administration of Ecuador now allows the withdrawal of or change of address on postal union mail which has been dispatched from the United States but not yet delivered to the addressee in Ecuador.

In Publication 42, *International Mail,* make the following writein changes: In 492.3, delete entry for Ecuador. In Appendix B, Country Information for Ecuador, in the Special Services—Postal Union Mail table, change the Recall or Change of Address entry to read: Available—Yes; Applicable Fee Table, Appendix A: Table 6-9; Reference: 492.

A future revision to the INTERNATIONAL MAIL MANUAL will reflect this information.—*Rates & Classification Dept., 4-3-80.*

Domestic First Flight Cachets

Official cachet and philatelic treatment for the first flight services described in A, and B, are authorized as outlined in 244.63, *Postal Operations Manual.*

To prepare and send covers for official philatelic treatment for these services, observe the following procedures:

1. Address all covers.
2. Applicable rate of postage per cover is 15 cents for the first ounce, 13 cents for each additional ounce up to 12 ounces.
3. Allow a clear space, 2½ by 2½ inches, on the lower portion of the envelope and to the left of the address, for the cachet.
4. Provide an additional clear space of 1½ inches to the left of the innermost stamp to permit a clear postmark.
5. Include in each envelope a uniform enclosure of the approximate thickness of a postal card to assure a good impression.
6. Enclose the prepared covers in another envelope and indicate segment desired by pencil notation in the upper right hand corners of the covers.
7. Mail the covers to reach the office applying the cachet no later than three days prior to the scheduled date of the flight.

A. Frontier Airlines

On May 1, 1980, Frontier will begin round trip service between Denver, CO and Houston, TX, and between Sacramento, CA and Stockton, CA.

Endorse the lower left corner of the outer envelope containing the covers with the words *First Flight Covers* for easy identification, and address as follows:

Cachets to be applied by	*Send covers to*
Denver City Post Office	Postmaster U.S. Post Office Denver, CO 80202
Denver Airport Mail Facility	Manager Airport Mail Facility Denver, CO 80238
Houston City Post Office	Postmaster Main Post Office Houston, TX 77201
Houston Airport Mail Facility	Manager Airport Mail Facility Houston, TX 77205
Sacramento City Post Office	Postmaster U.S. Postal Service Sacramento, CA 95813
Stockton City Post Office	Postmaster U.S. Postal Service Stockton, CA 95204

B. USAIR

On May 1, 1980, USAir will begin service between Houston, TX and San Antonio, TX.

Endorse the lower left corner of the outer envelope containing the covers with the words *First Flight Covers* for easy identification, and address as follows:

Cachets to be applied by	*Send covers to*
Houston City Post Office	Postmaster Main Post Office Houston, TX 77201
Houston Airport Mail Facility	Manager Airport Mail Facility Houston, TX 77205
San Antonio City Post Office	Postmaster U.S. Postal Service San Antonio, TX 78284

Covers bearing previous postmarks and those not properly prepared according to these instructions will not receive cachets or cancellations.

There will be a limit of 50 covers per customer per flight.—*Customer Services Dept., 4-3-80.*

Pressure Sensitive Case Labels

Headquarters is currently developing a standardized order form for the procurement of pressure sensitive labels, LSM labels, rack headers and similar orders from the Eastern Area Supply Center at Somerville, N.J. Until such a form is printed and available, all offices are to submit their orders by memorandum or standardized ADC order form which must be either typed or legibly handwritten or printed.

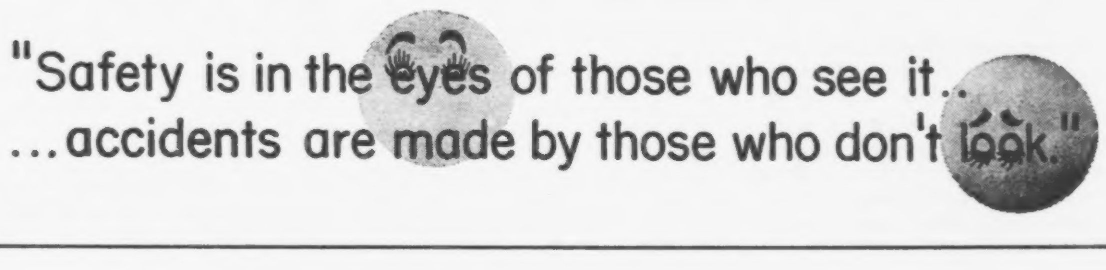
The desired pressure sensitive labels or desired headers must be clearly described. With the exception of the standardized ADC orders, the order must include the following information and in this order:

1. Type of label or header (pressure sensitive label, rack header, LSM labels, etc.).
2. Quantity of label or header desired.
3. Color of label or header. Where no color is stated, black on white will be provided.
4. Point size (size of type: 12, 18, 24, 30, 36, 48, or 84).
5. Contents of label or header desired.

Failure to submit a legible order or to include all five items of information in the order may result in the order being rejected and returned for clarification. Ordering offices are to include in their order, their office telephone number and a person to contact regarding the order.—*Mail Processing Dept., 4-3-80.*

Salary Advances

Effective with salary checks issued for Pay Period 8-80, salary advance issuances and procedures must follow instructions specified in 445.5 Fiscal Handbook F-1 *Financial Handbook for Post Offices.—Finance Dept., 4-3-80.*


"Safety is in the eyes of those who see it..
...accidents are made by those who don't look."

POSTAL BULLETIN INDEX

This is a complete index for POSTAL BULLETINS 21226 through 21238, covering January 1 through March 31, 1980. The index is printed quarterly.

Some articles are cited under more than one heading, and cross-references are listed when needed. Lists of stolen money orders, U.S. or Canadian, are not indexed.

Where appropriate, the right column indicates the permanent directive in which the information in the article will appear.

Extra copies of BULLETINS may be ordered on Form 7380, *Supply Center Requisition*, from the Eastern Area Supply Center.

JANUARY–MARCH 1980

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Savings Bonds	21236	3-13	2	
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10-Cent Salt Lake Temple Commemorative Postal	21235	3–6	1	
15-Cent Frances Perkins Commemorative Stamp	21235	3–6	1	
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Stamps Removed from Sale	21228	1–17	5	
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Directories by Mail	21233	2-21	7	
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—*Office of Management Services, 4-3-80.*

OBSOLETE DIRECTIVES

The publications and handbooks listed below are obsolete and are no longer available from the Directives and Forms Division or the supply centers. The information they contain is no longer current, or has been included in other directives in more current form.

Pubs.	*Title*
3	Domestic Rates and Fees
5	Refunds of Postage and Special Services
13	Mailing Permits
21	How to Prepare Second and Third Class Mail
26	Directory of Post Offices, 1978
28	How to Address Mail
33	Vehicle Repair Parts Catalog
34	Vehicle Repair Parts Catalog
39 and 39-A	For the Fun of It
40	Vehicle Repair Parts Catalog
46	We Deliver **Note:** Pub. 1, We Deliver, August 1979, is not obsolete.
59	Address Abbreviations
60	How to Prepare Travel Vouchers
69	A New Look at ZIP Code
74	Laws Relating to Ethical Conduct
75	RPC Canceling
128	You Can Write Plain English
133	Techniques of Scheme Study
149	Scheme Training of Instructor's Guide
157	Guidance in Handling Alcoholism
166	Questions You've Asked about the New Postal Service
177L	Self Study in Retailing Postal Products
180D	Self Study in Retailing Postal Products—Financial Transactions
182	The Job Evaluation Program
183	Merit Performance Evaluation
186	Vehicle Repair Parts Catalog
187	Vehicle Repair Parts Catalog
188	Vehicle Repair Parts Catalog
194	Management Reassignment and Promotion
203	Film Catalog
204A	PSDS Self Instruction
206	National Bulk Mail System
207	Facts You Should Know about Bulk Mail Service
209	Parcel Post—We're Out to Deliver
210	New York Bulk and Foreign Mail Center
211D	Parcel Damage Control Training Program for Customer Mail Room
211G	Parcel Damage Control Training for Processing and Dock Employees
211H	Parcel Damage Control Training for Delivery Employees
211I	. . . Audio Visual for Delivery
211J	. . . for Vehicle Loading
213	Postal Customer Councils
216	Pennies Add Up to Important Savings
217	Presorting First Class Mail—You'll Save Money

Handbooks	*Title*
F-42	Uniform Allowance Program
M-13	Field Printing, Duplicating, Related Services
M-14	AVS—Automated Vehicle Scheduling
M-17	Use and Care of the Revolver
M-30	Postal System Examiners
M-48	Multi-Position Letter Sorting Machines
M-50	Occupying New Postal Quarters
M-55	PSDS Manual
M-56	Input Devices, PSDS, Operator's Guide
M-58	Optical Character Readers
MS-10	Maintenance Management, Mail Processing
MS-41	Operations and Maintenance Manual.

—*Office of Management Services, 4-3-80*

VACANT REGULAR RURAL ROUTES LISTING NO. 80–17

The vacant rural routes listed below will be posted for bid in accordance with the USPS–NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this POSTAL BULLETIN. Those rural carriers having special bidding rights as defined in the USPS–NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	* Route classification and evaluation	Route length
CENTRAL REGION					
Illinois	Murphysboro	62966	03	49:16 (45J)	56.00
Iowa	Griswold	51535	02	46:06 (46H)	102.60
Kansas	Concordia	66901	02	37:19 (37S)	85.45
	Mount Hope	67108	01	38:39 (39S)	91.20
	Natoma	67651	01	41:06 (41S)	115.80
Michigan	St. Clair	48079	02	48:03 (40K)	52.60
	Monroe	48161	11	56:31 (47K)	45.80
	Cadillac	49601	03	53:53 (45K)	73.35
Minnesota	St. Cloud	56301	07	38:35 (39H)	23.50
	Freeport	56331	02	36:45 (37S)	77.85
Missouri	Lebanon	65536	01	52:28 (44K)	75.55
	Ozark	65721	01	45:38 (46H)	90.70
	Omaha	68108	23	46:09 (42J)	29.90
	do	68108	70	46:44 (43J)	12.25
	do	68108	73	42:09 (42H)	31.40
Ohio	Reynoldsburg	43068	01	43:26 (43H)	31.55
	Salineville	43945	03	36:02 (36S)	66.42
Wisconsin	Racine	53401	02	58:45 (48K)	39.90
	Stoughton	53589	03	40:28 (40S)	44.15
NORTHEAST REGION					
Massachusetts	Acton	01720	07	48:34 (40K)	19.00
New York	Yorktown Heights	10598	01	49:14 (45J)	27.02
	Guilderland	12084	03	40:56 (41H)	12.45
	do	12084	04	42:38 (43H)	4.00
	Valatie	12184	02	53:19 (44K)	62.30
	North Bangor	12966	02	33:22 (33S)	84.30

State	Name of Post Office	ZIP Code	Route No.	* Route classification and evaluation	Route length
SOUTHERN REGION					
Alabama	Gadsden	35901	11	45:17 (45H)	40.50
Florida	Jacksonville	32203	22	41:32 (42H)	22.95
	do	32203	31	35:01 (35S)	20.65
	Gainesville	32601	14	31:37 (32S)	25.20
	Weirsdale	32695	01	39:11 (39S)	77.35
	Clewiston	33440	01	37:38 (38S)	75.67
	Nokomis	33555	05	46:16 (46H)	30.80
	Sarasota	33578	09	39:01 (39H)	28.85
	Tarpon Springs	33589	01	44:26 (41J)	26.32
Louisiana	Boyce	71409	02	45:21 (45H)	66.20
Mississippi	Yazoo City	39194	01	34:23 (34S)	79.10
	Shubuta	39360	02	42:15 (42S)	92.45
	Ellisville	39437	02	52:45 (44K)	103.82
North Carolina	Clemmons	27012	05	49:01 (41K)	36.25
Oklahoma	Anadarko	73005	02	46:00 (42J)	119.30
	Mangum	73554	02	42:06 (42S)	140.00
	Taloga	73667	02	40:49 (41S)	129.61
South Carolina	Seneca	29678	01	52:21 (44K)	83.80
Texas	Cleveland	77327	02	41:42 (42H)	65.65
	Iola	77861	01	31:02 (31S)	78.10
	El Paso	79910	05	46:25 (46H)	41.50
WESTERN REGION					
California	Murrieta	92362	01	45:10 (45H)	29.01
	Winton	95388	02	42:49 (43H)	42.10
Colorado	Fort Collins	80521	08	43:23 (43H)	19.70
	Canon City	81212	03	37:14 (37S)	26.90
Idaho	Moscow	83843	02	47:14 (43J)	88.00
Utah	Pleasant Grove	84062	02	44:04 (44H)	26.55

*The "Route Classification and Evaluation" published in this POSTAL BULLETIN may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

—Labor Relations Dept., 4–3–80.

MISSING OR STOLEN U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed. destroy previous notices. Insert any interim notices in sequence. **A. New Style.** (Listed below). The actual serial numbers consist only of the first 10 digits. Destroy the PB 21238 article. **B. Old Style.** The listing from PB 21148 is still valid. **C. Counterfeit.** The listing from PB 21190 is still valid.

165 705 7000 to 7999
197 427 0113 to 0149
198 354 3000 to 3099
199 567 1359 to 1999
203 297 6000 to 7499
203 619 3700 to 3999
203 851 6800 to 6899
204 108 8000 to 9999
206 493 4600 to 4799
206 793 5600 to 6499
208 287 8700 to 8899
208 385 5000 to 6999
209 728 2600 to 3099
210 176 8200 to 8599
210 868 4500 to 4699
211 238 0459 to 0999
211 436 5608 to 5699
211 527 2600 to 3099
211 682 3100 to 3599
213 123 9827 to 9999
213 578 4229 to 4399
213 822 5800 to 6299
214 158 2955 to 2999
214 159 4800 to 4999
215 532 5100 to 5399
215 538 0200 to 0499
216 678 6072 to 6999
217 210 7100 to 7299
217 241 5400 to 5799
217 268 2574 to 2699
217 667 3400 to 3599
217 672 4200 to 4599
217 902 4181 to 4299
218 755 4591 to 4699
220 350 0000 to 0999
221 371 4600 to 4999
221 626 2100 to 2299
221 661 5318 to 5499
222 224 8100 to 8499
222 536 2000 to 2299
224 057 4061 to 4299
224 206 6395 to 6499
224 554 9830 to 0399
225 268 1655 to 1799
225 711 9700 to 9999
225 712 0000 to 0999
225 767 2000 to 2299
226 904 0500 to 0599
227 097 4600 to 4699
227 254 9800 to 0099
227 611 4000 to 4599
228 660 5976 to 5999
229 117 4866 to 4999
229 346 9900 to 9999
229 434 3500 to 3599
229 531 9700 to 9899
229 563 1918 to 1999
229 576 1732 to 1799
229 576 1800 to 1899
229 585 4570 to 4599
230 406 2975 to 2999
230 577 6515 to 6599
230 826 8683 to 8799
231 126 6475 to 6499
231 147 0883 to 1499
231 525 7893 to 7999
231 651 8280 to 8299
231 725 2789 to 2799
231 770 2751 to 2762
231 873 7928 to 7999
232 295 7249 to 7599
232 319 6535 to 6599
232 426 6620 to 6699
232 665 0292 to 0399
233 262 7907 to 7999
233 407 5872 to 5899
233 453 8902 to 8929
233 516 6100 to 6199
233 638 1200 to 1799
233 845 9000 to 9099
234 031 6456 to 6999
234 064 8437 to 8499
234 261 4500 to 4599
234 431 3655 to 3699
234 500 2944 to 2999
234 659 4000 to 4199
234 659 8700 to 8999
234 742 1948 to 1999
234 802 1060 to 1199
234 997 1000 to 1599
235 254 2060 to 2099
235 439 6181 to 6299
235 644 7061 to 7099
235 925 8767 to 8799
236 145 5082 to 5099
236 388 4842 to 5099
236 467 6573 to 6599
236 566 2555 to 2599
236 576 9520 to 9599
236 656 6422 to 6499
236 755 8000 to 8099
236 937 5803 to 5999
236 941 5400 to 5499
237 413 7500 to 7599
237 423 4111 to 4199
237 457 5600 to 5699
237 457 5800 to 5899
237 574 8657 to 8799
237 702 6823 to 6899
237 702 6921 to 6999
238 165 7700 to 7799
238 169 7587 to 7599
238 377 4508 to 4599
238 377 4607 to 4699
238 586 3100 to 3299
239 199 0700 to 1099
239 204 9916 to 9999
239 481 4728 to 4799
239 549 7116 to 7499
239 575 2000 to 2199
239 596 4800 to 4999
239 640 5708 to 5728
239 724 1489 to 1499
239 985 7000 to 7499
240 042 3151 to 3169
240 108 6501 to 6599
240 252 6400 to 6899
240 256 2900 to 3199
240 559 4363 to 4399
240 639 3561 to 3599
240 855 7000 to 7099
240 901 5900 to 5999
241 081 9274 to 9299
241 224 7209 to 7299
241 685 5124 to 5199
241 694 1800 to 1899
241 753 7766 to 7799
241 902 2600 to 2799
242 021 2262 to 2499
242 327 4984 to 4999
242 576 1609 to 1699
242 585 4155 to 4299
242 591 4500 to 4699
242 605 0000 to 0999
242 621 8314 to 8399
242 781 0789 to 0799
242 816 1337 to 1399
243 112 4109 to 4120
243 228 7200 to 7499
243 766 6730 to 6799
243 805 0000 to 0299
243 906 7800 to 8199
244 299 2000 to 2199
244 366 8800 to 8899
244 381 3024 to 3099
244 525 0719 to 0799
244 657 7700 to 7899
244 678 2333 to 2499
244 742 7748 to 7799
244 743 7100 to 7399
244 895 5575 to 5599
245 103 9300 to 9399
245 103 9400 to 9499
245 118 6754 to 6768
245 279 1420 to 1499
245 279 1510 to 1599
245 591 1626 to 1799
245 695 0346 to 0399
245 973 2677 to 2699
246 076 7300 to 7399
246 155 4048 to 4099
246 155 5000 to 5499
246 402 6511 to 6599
246 608 6300 to 6399
246 609 9545 to 9799
246 741 2082 to 2099
246 816 2600 to 2699
246 973 1372 to 1399
247 012 0500 to 0599
247 066 9300 to 9399
247 113 5635 to 5699
247 490 1960 to 1999
247 490 2086 to 2099
247 497 4000 to 4099
247 544 0200 to 0214
247 575 4400 to 4499
247 929 6417 to 6799
247 983 1511 to 1899
248 120 4322 to 4399
248 244 7246 to 7299
248 317 7624 to 7699
248 397 2163 to 2199
248 423 4864 to 4999
248 440 7916 to 7971
248 718 7317 to 7399
249 680 4872 to 4899
249 945 6900 to 6999
249 996 6000 to 6099
249 996 6300 to 6499
250 452 4971 to 4999
250 483 0600 to 0699
250 547 7046 to 7099
250 565 7029 to 7099
250 833 7200 to 7399
250 951 4340 to 4363
250 991 9778 to 9799
251 518 6281 to 6399
251 964 6056 to 6199
251 997 2913 to 2999
252 171 2041 to 2056
252 206 2101 to 2199
252 206 9532 to 9599
252 235 4400 to 4499
252 235 4581 to 4899
252 432 6988 to 6999
252 891 1159 to 1199
253 175 2670 to 2699
253 293 5931 to 5940
253 446 4033 to 4099
253 547 6013 to 6049
253 547 6054 to 6099
253 747 6924 to 6999
254 107 8590 to 8599
254 107 8913 to 8999
254 259 8867 to 8899
254 259 8951 to 9099
255 150 5300 to 5399
255 276 0949 to 0999
256 193 4000 to 5499
258 618 0254 to 0299
259 227 0000 to 1499
259 745 1300 to 1499
800 502 3000 to 3999
800 941 7900 to 7999
801 278 3600 to 3999
801 579 6056 to 6098
801 629 1900 to 1999
802 029 5199 to 8999
802 265 0575 to 1999
802 774 0000 to 4999

UNITED STATES POSTAL SERVICE
WASHINGTON, D.C. 20260
OFFICIAL BUSINESS

PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE, $300

FIRST CLASS

Schedule. The Postal Bulletin is published every Thursday by the Directives and Forms Division of the U.S. Postal Service, Washington, DC 20260.

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  Washington, DC 20402
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    Subscription: $35, $8.75 additional for foreign mailing
Postal facilities:
  For one time orders, send Form 7380 to the Eastern Area Supply Center.
  To change quantity received, send Form 1286 to the Directives and Forms Division, giving justification.

21240

UNITED STATES POSTAL SERVICE
U.S. MAIL

postal bulletin

PB 21240—April 10, 1980—8 Pages

Sexual Harassment

Sexual harassment is unacceptable conduct which takes various forms. It is deliberate or repeated unsolicited verbal comments, questions, representations or physical contacts of an intimate sexual nature which are unwelcome to the recipient. Sexual harassment can also take the form of making or threatening to make decisions affecting an employee's job on the basis of an acceptance or refusal of a request for sexual intimacy.

Sexual harassment is a form of employee misconduct which undermines the integrity of the employment relationship. Like all forms of harassment, it violates the Code of Ethical Conduct. It undermines morale and interferes with the productivity of its victims and their co-workers. While it is not the Postal Service's intent to regulate employees' social interactions or relationships freely entered into, conduct constituting sexual harassment will not be tolerated.

Employees making allegations of sexual harassment may seek remedies through Equal Employment Opportunity procedures, grievance/arbitration procedures for bargaining unit employees under the collective bargaining agreements, appropriate grievance procedures for non-bargaining unit employees, and by the reporting of conduct involving criminal activity to the Postal Inspection Service. Employees who do not wish to exercise formal avenues to achieve resolution of their grievances may appeal informally to appropriate and impartial supervisors and managers within the organization. Employees who engage in sexual harassment in the workplace can expect serious disciplinary action.

WILLIAM F. BOLGER
Postmaster General

Political Mailings

To emphasize the subject, the following article is reprinted from POSTAL BULLETIN 21235, 3-6-80:

A. Mailing Period. Between now and the general election on November 4, 1980, the Postal Service will be called upon to accept and deliver numerous large political mailings. These mailings will be made by individual candidates, as well as by local, state, and national campaign organizations.

B. Informing Mailers

1. When dealing with potential mailers of political campaign material, Postal Service personnel should stress that mail must be deposited as early as possible before election day to ensure delivery before the election.

2. Experience shows that if all mailers are informed fully of postal requirements—and assured of equal and proper handling of their mailings—there will be no cause for criticism.

C. Mail Processing. All political campaign mailings must be processed promptly and delivered with equal care and attention.

1. Postmasters should be aware of potential campaign mailing activities in their areas, arrange meetings with candidates and committees to discuss general mailing plans, and inform them of proper postal procedures, especially for third-class bulk mailings.

2. Give immediate attention to any reported delay in the processing of such mail and document all such complaints and action taken.

D. Required Records. Detailed records provide the basis for a docu-

Continued on p. 2

Residency Requirement—Postmasters

Prospective candidates for vacant postmaster positions are writing the Postmaster General requesting exception from the residency requirement before they apply for the job.

Requests for a waiver of residency requirement can be considered only after the appointment has been made.

Newly appointed sectional center managers/postmasters and postmasters desiring an exception to the residency requirement must prepare a memorandum stating the reasons the waiver is requested.

Postmasters submit their requests to the sectional center manager who recommends approval or disapproval with justification to the Regional Postmaster General. The Regional Postmaster General makes the necessary recommendation to the Postmaster General, who approves or disapproves the request in writing back through the management system.

The sectional center managers/postmasters submit their requests directly to their Regional Postmaster General.

Any request sent directly to the Postmaster General will be returned without action.—*Employee & Labor Relations Group, 4-10-80.*

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P1.3:

REAL ESTATE SERVICES REQUEST

Chapter 5, ADMINISTRATIVE SUPPORT MANUAL, states that requirement organizations needing real estate or design and construction support services must complete Form 7437, *Real Estate and Buildings Services Request.* Submit the completed form through the management sectional center and district office to the appropriate field, region or headquarters, Real Estate and Buildings Office. Send Form 7437 for repair and improvement projects costing $2,000 or less through appropriate channels to the Procurement Services Office (PSO) for action.

Form 7437 provides for the commitment and expenditure of funds for rental payments on leased facilities and improvements to leased or owned facilities. Once Form 7437 is issued by the requirement organization, the Contracting Officer takes the requested contractual action within the expressed "not to exceed" limitation, without further verification or assurance of fund availability. If a support requirement for improvements exceeds $2,000, Form 4209, *Project Authorization,* must accompany Form 7437. The Contracting Officer takes no contractual action exceeding the financial limitation of the authorizing documents unless the authorizing official amends Form 7437 or Form 4209. The authorizing or requesting official must make certain that sufficient funds have been reserved or budgeted for the requirement.

Form 7437 is now available in the supply centers. A moderate supply, sufficient for six months use of the form, should be ordered from the supply center and maintained by all offices who issue requests for services on leased and owned facilities to field, region, or headquarters Real Estate and Buildings Offices.—*Real Estate & Building Dept., 4–10–80.*

Continued from p. 1

mented explanation of any complaints alleging improper handling of this mail. Thus, postmasters should make a record of each contact made with potential mailers of political campaign material and a general summary of the information provided to these mailers. In addition, postmasters must keep documented records of any political campaign mailings either deposited at their offices or received for delivery which were too late for delivery. At a minimum, each documented record should include:

1. Name of mailer.
2. Date and time received for dispatch.
3. Date and time received for delivery.
4. Approximate number of any pieces not delivered before primary or general election day, and the reasons why.

E. Disclosure of Information. Answer requests for information from Postal Service records concerning political mailings as provided in regulations implementing the Freedom of Information Act. For example, it is permissible to disclose mail volumes as shown on Form 3602, *Statement of Mailing Matter with Permit Imprints,* or the names of holders of particular permit imprint or postage meter permits. However, it is not permissible to disclose amounts in trust fund accounts or meter settings. Information which is not regularly compiled for Postal Service use should not be compiled in response to requests. In the event of uncertainty as to the disclosure of information concerning political mailings, regional counsel should be consulted.

F. References. For more details about political campaign mail, see Postal Operations Manual 454.—*Customer Services Dept., 4–10–80.*

Form 50 Processing

Handbook P–11, *Personnel Operations,* is being revised and will be published in the near future. The revised copy will incorporate changes in the processing of Form 50 *Request for Personnel Action.*

1. When executing Forms 50 as a result of disciplinary action, limit free-form remarks (element 88). Enter in the remarks section only the date of the disciplinary notice and the subject of discipline, concisely stated—poor attendance, insubordination, tardiness. Immediately below the executed Form 50, file the documents specifying the disciplinary action, limited to the Notice of Discipline or Letter of Charges, and Notice of Decision.

2. Free-form remarks on executed Forms 50 must not be changed or amended by executing a new Form 50, Nature of Action Code 002, Correction. These remarks are to be changed or amended by typewriter in the installation before distribution.

3. Once distributed, Forms 50 cannot be withdrawn, except under the authority of the Regional Director, E&LR or the USPS Records Officer. Any change after distribution must be treated as a cancellation or correction action.—*Employee Relations Dept., 4–10–80.*

Disposition of OPFs

Handbook P–11, *Personnel Operations* 621.7, has been changed to reflect a new retention period of 90 days for Official Personnel Folders (OPF) of separted employees.

This change was made to eliminate the number of loose records being forwarded to the National Personnel Records Center (NPRC) in St. Louis, Missouri.

Custodians of records not filed in the OPF, i.e., personnel investigation records, medical records, injury compensation case files and service record cards, should be notified of the employee's separation. Do not file these records in the OPF for shipment to NPRC. The custodians of such records should refer to EMPLOYEE & LABOR RELATIONS MANUAL (ELM) 314 for disposition.

Remove all medical records, except Form 2485, *Certificate of Medical Examination,* (Part I only of the Oct. 1979 edition, or pages 1 and 3 only of all previous editions) and place in a double-envelope with the inner envelope marked *Restricted-Medical* and forward these records to the area postal medical facility for storage. If a medical facility has not been established to serve the area, file the records separately.

Be sure that all applicable permanent records are included in the OPF before mailing to NPRC. Do not forward incomplete OPFs to NPRC.—*Employee Relations Dept., 4–10–80.*

ASM Revision

Architect/Engineer Services

The following is a new section to be added to the ADMINISTRATIVE SUPPORT MANUAL (ASM):

518.223 Term Agreements

Agreements with Architect/Engineer (A/E) firms for professional service, on a term basis, are permitted subject to the following conditions:

a. The base term of the contract is for a period of one year with two one-year extensions. The term of the agreement must be published with the announcement for A/E services.

b. Each one-year extension requires a justification statement and approval of the Regional Director, Real Estate and Buildings Department.

c. When an agreement (including options) expires, the A/E is not eligible for a new term agreement for one year.

d. The professional fixed fee for each task issued under a term agreement must be negotiated as a separate contract and may not exceed the fee limits prescribed in Section 18–607.6 of the Postal Contracting Manual (PCM).

e. The estimated construction cost for each project covered by a task order may not exceed $100,000.

f. Total professional fees paid pursuant to a term agreement may not exceed $200,000.

g. The evaluation and selection of architect-engineer firms to perform professional services under a term agreement are conducted using established architect-engineer selection procedures.

h. Each term agreement scope of work is limited to a geographic area (such as a single SMSA or a group of named, contiguous towns, small cities, or rural counties, or a combination of these), which has been described in the published announcement for A/E services.

i. The A/E firms for all projects with an estimated construction cost of over $200,000 are selected individually by project.

j. Each term agreement for A/E services must contain a specific description of: (1) the services to be performed; and (2) the method and rates for determining the fees to be paid.—*Real Estate & Buildings, 4–10–80.*

Supply Source Change—Detergent

Supply Item C1460D, Detergent Sanitizer Liquid Concentrate (NSN 7930–00–973–2196), is no longer available from General Services Administration (GSA) Stores Depots.

The replacement item, NSN 6840–00–973–2193, as indicated in the GSA Supply Catalog, Industrial Products Index and Price List, November 1979, does not have the same chemical base as the old item.

The Postal Service is now purchasing the original item directly, and the area supply centers have assumed supply responsibility for postal installations within their supply areas.

Effective immediately, postal installations may obtain supply item C1460D from their area supply centers. This change will be reflected in a revision of Publication 24, *Supply Catalog.—Procurement & Supply Dept., 4–10–80.*

Exchange Office Forms

Certain forms used by exchange offices were not available from the Western Area Supply Center. The following forms have been redistributed so that offices within the Western Area Supply Center support area may now obtain them from that Center:

2907	Mail Receipt
2942	AV–7 Delivery List
2943	Special List
2950	Load Record—Outbound
2964	Quarterly Report of Inter. P.P.
2968J	Air Parcel Post—Foreign
2970	Letter Bill
2971	Bulletin of Verification
2973	Record of P.P. sent to Canada
2975	Statement of P.P. Exchange
2988	Waybill

These changes will be reflected in a revision to Publication 22, *Forms Catalog—Procurement & Supply Dept., 4–10–80.*

Safety Alert—De-icing/Defrosting Fluid

GSA warns that de-icing/defrosting fluid (NSN 6850–00–835–0484), manufactured by Atlantic Chemical Co., Ranson, WV (under Contract No. GS–07S–02884), may be dangerous because of leaking or exploding cans.

Dispose of the de-icer on site—**land fill disposal is recommended.** Keep in mind the warning: "Contents under pressure, do not puncture or incinerate containers, do not expose to heat or store at temperatures above 120° F., keep out of reach of children."

Initiate disposal of all stock on hand as soon as possible, and report quantities to the serving GSA Regional office on a Form SF 368. Refer to GSA message FSRO 856 and TWX P241540Z, March 1980.—*Procurement & Supply Dept., 4–10–80.*

Service Award

When completing Form 1345 (Jan 80), *Request for Service Award Certificate/Letter,* the retiree's finance number and social security number must be included on the Form 1345 in the space provided for additional comments. This information is required for the recently implemented Service Award Audit System.

Personnel completing Form 1345 are reminded to state in Item 1 whether the retiree is Mr., Ms., Mrs., or Miss. This information, necessary in addressing the accompanying letter, was inadvertently omitted when the form was revised in January 1980.—*Employee Relations Dept., 4–10–80.*

HEADQUARTERS ADDRESS:
U.S. POSTAL SERVICE HEADQUARTERS
475 L'ENFANT PLAZA WEST SW
WASHINGTON, DC 20260

VACANT REGULAR RURAL ROUTES LISTING NO. 80-18

The vacant rural routes listed below will be posted for bid in accordance with the USPS-NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this POSTAL BULLETIN. Those rural carriers having special bidding rights as defined in the USPS-NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	* Route classification and evaluation	Route length
CENTRAL REGION					
Illinois	Waterloo	62298	03	48:22 (44J)	72.10
Indiana	North Salem	46165	01	36:42 (37S)	72.85
	Mitchell	47446	01	44:52 (41J)	30.60
	Huntingburg	47542	03	43:30 (44H)	54.40
	Shoals	47581	02	39:34 (40S)	92.20
Kentucky	Louisville	40218	10	42:32 (43H)	36.50
	Everts	40828	01	51:40 (43K)	64.70
	Kirksey	42054	01	34:33 (34S)	68.05
Michigan	Clarkston	48016	07	36:13 (36H)	27.20
	New Haven	48048	03	38:07 (38H)	13.40
	Owosso	48867	08	52:44 (44K)	65.55
	East Leroy	49051	01	51:25 (43K)	66.30
	Hastings	49058	06	49:04 (41K)	58.35
Missouri	Novinger	63559	02	32:49 (33S)	74.35
	Jasper	64755	01	44:06 (44H)	103.00
Ohio	Lancaster	43130	02	42:37 (43H)	60.55
	Atwater	44201	03	46:11 (46H)	36.10
EASTERN REGION					
Delaware	Greenwood	19950	02	47:41 (40K)	77.18
Maryland	Oakland	21550	03	43:40 (44H)	81.90
	Brookeville	20729	02	42:09 (42H)	11.95
	Queenstown	21658	01	46:23 (43J)	38.50
New York	Jamesville	13078	03	43:09 (43H)	18.05
	Elba	14058	01	41:25 (41H)	61.85
	Hastings	13076	01	35:32 (36S)	32.30
Pennsylvania	Greensburg	15601	07	48:53 (45J)	35.60
	Hamburg	19526	03	37:33 (38S)	28.55
	Library	15129	03	42:57 (43H)	14.85
	Wellsboro	16901	06	47:01 (43J)	73.70
Virginia	Martinsville	24112	08	47:36 (44J)	31.74
	Danville	24541	02	53:02 (44K)	61.40
West Virginia	Rivesville	26588	02	28:28 (28S)	37.80
NORTHEAST REGION					
Massachusetts	Northborough	01532	02	44:31 (41J)	20.20
Maine	Gray	04039	01	48:27 (40K)	50.10
	South Windham	04082	02	42:50 (44H)	38.91
	Portland	04101	03	55:24 (46K)	40.65
Vermont	Essex Junction	05452	01	43:45 (44H)	40.00
	St. Albans	05478	01	30:43 (40S)	30.35
	Fairfax	05454	01	30:21 (30S)	56.00
New York	Amsterdam	12010	01	40:30 (41H)	60.70
	do	12010	04	46:13 (45H)	58.10
	Montgomery	12549	04	44:42 (45H)	32.80
SOUTHERN REGION					
Alabama	Laceys Spring	35754	02	35:16 (35S)	37.25
Arkansas	Prescott	71857	02	38:02 (38S)	84.55
	do	71857	06	40:17 (40S)	71.95
	Hot Springs Nat'l Park	71901	17	41:18 (41H)	36.60
Florida	Brooksville	33512	22	36:54 (37S)	31.85
	do	33512	23	36:49 (37S)	64.10
	do	33512	24	36:37 (36S)	44.25
	Lutz	33549	08	39:03 (39S)	34.45
	do	33549	15	38:55 (39H)	24.25
	Zephyrhills	33599	09	44:56 (41J)	32.70
Georgia	Winston	30187	02	41:26 (41H)	34.70
	Warrenton	30828	01	34:33 (35S)	70.60
Louisiana	Meraux	70075	K01	48:08 (40K)	12.70
Mississippi	Enid	38927	01	42:37 (43S)	100.00
Oklahoma	Mulhall	73063	02	32:21 (32S)	101.90
South Carolina	Sumpter	29150	09	37:49 (38H)	25.20
	Florence	29501	07	40:39 (40H)	42.20
	Myrtle Beach	29577	K04	40:41 (41K)	47.40
Tennessee	Carthage	37030	H02	44:51 (45H)	77.15
	Knoxville	37771	02	46:05 (42J)	60.90
	Lenoir City	37771	09	41:12 (42H)	20.00
	Maryville	37801	03	50:46 (42K)	53.95
	Knoxville	37901	40	41:51 (42H)	28.80
Texas	El Paso	79910	05	46:25 (46H)	41.50
	Honey Grove	75446	02	40:52 (41S)	104.25
	Buffalo	75831	01	35:32 (36S)	96.40
WESTERN REGION					
Arizona	Chandler	85224	05	50:34 (42K)	56.05
	do	85224	06	49:39 (41K)	58.90
California	Topanga	90290	01	43:40 (44H)	18.90
	do	90290	04	35:08 (35S)	22.90
Colorado	Monte Vista	81144	01	48:47 (44H)	78.20
Oregon	Medford	97501	01	50:07 (42K)	32.55
	Grants Pass	97526	02	55:48 (46K)	80.90
Utah	Santaquin	84655	08	16:52 (17S)	20.11
Washington	Lynden	98264	01	45:18 (45H)	44.30

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*The "Route Classification and Evaluation" published in this POSTAL BULLETIN may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

—Labor Relations Dept., 4-10-80.

POST OFFICE CHANGES NO. 15

(Supplemental to 1980 National ZIP Code and Post Office Directory.)

Abbreviations: B=Branch. C=City Delivery. Conv.=Converted. CPO=Community Post Office. Disc.=Discontinued. Estab.=Established. F=Finance. Fac.=Facility. I=Independent Post Office. IC=Independent City. MOU=Money Order Unit. MPO=Main Post Office. MR=Mailing Restrictions (from Part 125 DMM) apply. NP=Nonpersonnel. NZCD=National ZIP Code and Post Office Directory. P=Postal facility discontinued, name retained for address purposes. Resc.=Rescinded. S=Station. x=Classified. (Contract stations and branches do not have the symbol "x" following the symbol of type of installation.)

Symbols: (1)=Officially closed on date shown. Notice is for administrative record purposes. (2)=Officially established on date shown. Notice is for administrative record purposes. (3)=All services previously terminated. Date shown is official discontinued date for administrative purposes.

State	Name of post office	County/parish	Name of station, branch, or unit	Type S/B	ZIP Code	Change action	Effective date	Explanation of change
CA	Hamilton Air Force Base	Marin		I	94934	Delete	5-16-80	PO Disc. Change ZIP Code only. Continue address of Hamilton Air Force Base, CA. (3)
CA	do.	do.		P	94947	Add	5-16-80	
FL	Basinger	Okeechobee		I	33428	Delete	5-16-80	PO Disc. Change ZIP Code only. Continue address of Basinger, FL. (3)
FL	do.	do.		P	33472	Add	5-16-80	
FL	Fort Lauderdale	Broward	Sunrise	Sx	33304	Delete	3- 7-80	Sx conv. to S. Retain ZIP Code.
FL	do.	do.	do.	S	33304	Add	3- 7-80	
FL	Key West	Monroe	Naval Air Station Unit 2.	Sx	33040	Delete	3- 7-80	Sx conv. to Bx. Retain ZIP Code.
FL	do.	do.	do.	Bx	33040	Add	3- 7-80	
FL	Miami	Dade	Lincoln	B	33139	Delete	3- 7-80	B name changed. Retain ZIP Code.
FL	do.	do.	Lincoln Road	B	33139	Add	3- 7-80	
GA	Warner Robins	Houston	A	S	31093	Add	1-16-80	S estab. (2)
GA	Kibbee	Montgomery		I	30431	Delete	5-16-80	PO Disc. Change ZIP Code only. Continue address of Kibbee, GA. (3)
GA	do.	do.		P	30474	Add	5-16-80	
GA	Starrsville	Newton		I	30280	Delete	5-16-80	PO Disc. Change ZIP Code only. Continue address of Starrsville, GA. (3)
GA	do.	do.		P	30209	Add	5-16-80	
IL	Wheeling	Cook	Buffalo Grove	B	60090	Add	3-13-80	B estab. (2)
IA	Highland Center	Wapello		I	52564	Delete	5-16-80	PO conv. to CPO. ZIP Code Changed. (3)
IA	Ottumwa	do.	Highland Center	CPO	52501	Add	5-16-80	
KY	Engle	Perry		I	41741	Delete	5-30-80	PO Disc. Change ZIP Code only. Continue address of Engle, KY. (3)
KY	do.	do.		P	41727	Add	5-30-80	
ME	North Lubec	Washington		I	04663	Delete	5- 2-80	PO Disc. Change ZIP Code only. Continue address of North Lubec, ME. (3)
ME	do.	do.		P	04652	Add	5- 2-80	
MI	Marquette	Marquette	Beaver Grove	B	49855	Add	3-20-80	B estab. (2)
MS	Jackson	Hinds	Leavell Woods	Sx	39212	Delete	2- 1-80	Sx name changed. Retain ZIP Code.
MS	do.	do.	Candlestick Park	Sx	39212	Add	2- 1-80	
MS	Meridan	Lauderdale	Naval Air Station	B	39301	Delete	3-28-80	B ZIP Code changed.
MS	do.	do.	do.	B	39309	Add	3-28-80	
MO	St. Peters	Saint Charles		I	63376	Add	5-17-80	C estab.
MO	Sherman	St. Louis		I	63078	Delete	5-30-80	PO Disc. Change ZIP Code only. Continue address of Sherman, MO. (1)
MO	do.	do.		P	63011	Add	5-30-80	
NY	New York	New York	APO 09186	B	09186	Add	4- 1-80	APO estab. MR=B-C-D-U.
OK	Enid	Garfield	Breckinridge	CPO	73721	Delete	3-29-80	CPO & ZIP Code disc. (1)
PR	Arecibo	Arecibo	Colegio Regional	S	00612	Add	3- 3-80	S estab. (2)
PR	San German	Mayaguez	Interamericana	B	00753	Add	3- 3-80	B estab. (2)
TN	Antioch	Davidson		I	37013	Add	5- 6-78	C estab.
TN	Clarksville	Montgomery	Hilldale	S	37040	Delete	7- 1-79	S conv. to Sx. Retain ZIP Code.
TN	do.	do.	do.	Sx	37040	Add	7- 1-79	
TN	Cookeville	Putnam	Mall	S	38501	Add	10- 7-78	S estab. (2)
TN	Murfreesboro	Rutherford	A	S	37132	Add	3-18-80	S estab. (2)
TN	do.	do.	Veterans Adm.	B	37130	Delete	7-31-78	B disc. Retain ZIP Code. (1)
TN	Nashville	Davidson	George Peabody Teachers College	S	37203	Delete	6-29-79	S. disc. Retain ZIP Code. (1)
TX	Clemville	Matagorda		I	77427	Delete	5-16-80	PO Disc. Change ZIP Code only. Continue address of Clemville, TX. (3)
TX	do.	do.		P	77414	Add	5-16-80	
TX	Los Angeles	LaSalle		I	78051	Delete	5-16-80	PO Disc. Change ZIP Code only. Continue address of Los Angeles, TX. (3)
WV	Charmco	Greenbrier	Orient Hill	CPO	25958	Delete	3- 4-80	CPO Disc. Retain ZIP Code. (1)

—Delivery Services Dept., 4–10–80.

A. MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices, including Inspection Service Forms 577, should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders.

A. **New Style.** (Listed below). Destroy PB 21239 article.

B. **Old Style.** (Gray). Destroy PB 21148 article.

C. **Counterfeit.** Destroy PB 21190 article.

165 705 7000 to 7999
197 427 0113 to 0149
199 567 1359 to 1999
203 297 6000 to 7499
203 619 3700 to 3999
203 851 6800 to 6899
204 108 8000 to 9999
206 493 4600 to 4799
206 793 5600 to 6499
208 287 8700 to 8899
208 385 5000 to 6999
209 728 2600 to 3099
210 176 8200 to 8599
210 868 4500 to 4699
211 238 0459 to 0999
211 436 5608 to 5699
211 527 2600 to 3099
213 123 9827 to 9999
213 578 4229 to 4399
213 822 5800 to 6299
214 159 4800 to 4999
215 532 5100 to 5399
215 538 0200 to 0499
216 678 6072 to 6999
217 210 7100 to 7299
217 241 5400 to 5799
217 268 2574 to 2699
217 667 3400 to 3599
217 672 4200 to 4599
217 902 4181 to 4299
218 755 4591 to 4699
220 350 0000 to 0999
221 371 4600 to 4999
221 626 2100 to 2299
221 661 5318 to 5499
222 224 8100 to 8499
222 536 2000 to 2299
224 057 4061 to 4299
224 206 6395 to 6499
224 554 9830 to 0399
225 268 1655 to 1799
225 711 9700 to 9999
225 712 0000 to 0999
225 767 2000 to 2299
227 097 4600 to 4699
227 254 9800 to 0099
227 611 4000 to 4599
228 660 5976 to 5999
229 117 4866 to 4999
229 346 9900 to 9999
229 434 3500 to 3599
229 531 9700 to 9899
229 563 1918 to 1999
229 576 1732 to 1799
229 576 1800 to 1899
229 585 4570 to 4599
230 406 2975 to 2999
230 577 6515 to 6599
230 826 8683 to 8799
231 126 6475 to 6499
231 147 0883 to 1499
231 525 7893 to 7999
231 651 8280 to 8299
231 725 2789 to 2799
231 770 2751 to 2762
231 873 7928 to 7999
232 295 7249 to 7599
232 319 6535 to 6599
232 426 6620 to 6699
232 665 0292 to 0399
233 262 7907 to 7999
233 407 5872 to 5899
233 453 8902 to 8929
233 516 6100 to 6199
233 638 1200 to 1799
233 845 9000 to 9099
234 031 6456 to 6999
234 064 8437 to 8499
234 261 4500 to 4599
234 431 3655 to 3699
234 500 2944 to 2999
234 659 4000 to 4199
234 659 8700 to 8999
234 742 1948 to 1999
234 802 1060 to 1199
234 997 1000 to 1599
235 254 2060 to 2099
235 439 6181 to 6299
235 644 7061 to 7099
235 925 8767 to 8799
236 145 5082 to 5099
236 388 4842 to 5099
236 467 6573 to 6599
236 566 2555 to 2599
236 576 9520 to 9599
236 656 6422 to 6499
236 755 8000 to 8099
236 937 5803 to 5999
236 941 5400 to 5499
237 413 7500 to 7599
237 423 4111 to 4199
237 457 5600 to 5699
237 457 5800 to 5899
237 574 8657 to 8799
237 702 6823 to 6899
237 702 6921 to 6999
238 165 7700 to 7799
238 169 7587 to 7599
238 377 4508 to 4599
238 377 4607 to 4699
238 586 3100 to 3299
239 199 0700 to 1099
239 204 9916 to 9999
239 481 4728 to 4799
239 549 7116 to 7499
239 575 2000 to 2199
239 596 4800 to 4999
239 640 5708 to 5728
239 724 1489 to 1499
239 985 7000 to 7499
240 042 3151 to 3169
240 108 6501 to 6599
240 252 6400 to 6899
240 256 2900 to 3199
240 559 4363 to 4399
240 639 3561 to 3599
240 855 7000 to 7099
240 901 5900 to 5999
241 081 9274 to 9299
241 224 7209 to 7299
241 685 5124 to 5199
241 694 1800 to 1899
241 753 7766 to 7799
241 902 2600 to 2799
242 021 2262 to 2499
242 327 4984 to 4999
242 576 1609 to 1699
242 585 4155 to 4299
242 591 4500 to 4699
242 605 0000 to 0999
242 621 8314 to 8399
242 781 0789 to 0799
242 816 1337 to 1399
243 112 4109 to 4120
243 228 7200 to 7499
243 766 6730 to 6799
243 805 0000 to 0299
243 906 7800 to 8199
244 299 2000 to 2199
244 366 8800 to 8899
244 381 3024 to 3099
244 525 0719 to 0799
244 657 7700 to 7899
244 678 2333 to 2499
244 742 7748 to 7799
244 743 7100 to 7399
244 895 5575 to 5599
245 103 9300 to 9399
245 103 9400 to 9499
245 118 6754 to 6768
245 279 1420 to 1499
245 279 1510 to 1599
245 591 1626 to 1799
245 695 0346 to 0399
245 973 2677 to 2699
246 076 7300 to 7399
246 155 4048 to 4099
246 155 5000 to 5499
246 402 6511 to 6599
246 608 6300 to 6399
246 609 9545 to 9799
246 741 2082 to 2099
246 816 2600 to 2699
246 973 1372 to 1399
247 012 0500 to 0599
247 066 9300 to 9399
247 113 5635 to 5699
247 490 1960 to 1999
247 490 2086 to 2099
247 497 4000 to 4099
247 544 0200 to 0214
247 575 4400 to 4499
247 929 6417 to 6799
247 983 1511 to 1899
248 120 4322 to 4399
248 244 7246 to 7299
248 317 7624 to 7699
248 397 2163 to 2199
248 423 4864 to 4999
248 440 7916 to 7971
248 718 7317 to 7399
249 680 4872 to 4899
249 945 6900 to 6999
249 996 6000 to 6099
249 996 6300 to 6499
250 452 4971 to 4999
250 483 0600 to 0699
250 547 7046 to 7099
250 565 7029 to 7099
250 833 7200 to 7399
250 951 4340 to 4363
250 991 9778 to 9799
251 518 6281 to 6399
251 964 6056 to 6199
251 997 2913 to 2999
252 171 2041 to 2056
252 206 2101 to 2199
252 206 9532 to 9599
252 235 4400 to 4499
252 235 4581 to 4899
252 432 6988 to 6999
252 891 1159 to 1199
253 175 2670 to 2699
253 293 5931 to 5940
253 446 4033 to 4099
253 547 6013 to 6049
253 547 6054 to 6099
253 747 6924 to 6999
254 107 8590 to 8599
254 107 8913 to 8999
254 259 8867 to 8899
254 259 8951 to 9099
255 150 5300 to 5399
255 276 0949 to 0999
256 193 4000 to 5499
258 618 0254 to 0299
259 227 0000 to 1499
259 745 1300 to 1499
800 502 3000 to 3999
800 941 7900 to 7999
801 278 3600 to 3999
801 579 6056 to 6098
801 629 1900 to 1999
802 029 5199 to 8999
802 265 0575 to 1999
802 774 0000 to 4999

B. Old Style (gray forms). Missing or Stolen U.S. Money Order Forms—Do Not Cash

121,968,244 to 121,968,299
122,851,234 to 122,851,299
125,833,650 to 125,833,799
1,914,785,752 to 1,914,785,998
1,923,904,133 to 1,923,905,999
1,934,695,700 to 1,934,696,399
1,951,442,300 to 1,951,442,949
1,961,462,068 to 1,961,462,499
1,990,815,692 to 1,990,815,899
2,034,215,108 to 2,034,215,649
2,759,101,200 to 2,759,101,499
3,783,617,300 to 3,783,617,549
3,775,379,873 to 3,775,380,099
3,850,802,900 to 3,850,803,999
3,883,236,411 to 3,883,237,249
3,903,103,381 to 3,903,103,399
3,903,318,673 to 3,903,318,699
3,909,406,197 to 3,909,406,449
3,914,884,465 to 3,914,885,999
3,917,491,137 to 3,917,491,299
3,995,593,050 to 3,995,593,099
3,999,461,159 to 3,999,461,189
456,392,367 to 456,392,499
486,419,258 to 486,419,999
4,000,490,300 to 4,000.490,324
4,002,271,799 to 4,002,271,899
4,002,991,250 to 4,002,991,649
4,003,639,400 to 4,003,639,749
4,004,131,050 to 4,004,131,249
4,005,503,050 to 4,005,503,099
4,007,000,511 to 4,007,000,566
4,007,363,202 to 4,007,363,999
4,008,050,550 to 4,008,055,799
540,304,321 to 540,304,499
599,543,500 to 599,543,999
5,550,886,753 to 5,550,886,999
5,643,597,711 to 5,643,597,749
5,646,932,000 to 5,646,933,999
5,647,270,759 to 5,647,271,999
5,655,123,300 to 5,655,123,849
5,656,140,000 to 5,656,143,999
5,656,522,036 to 5,656,525,999
5,659,292,000 to 5,659,293,999
5,659,763,800 to 5,659,765,299
5,666,020,000 to 5,666,021,999
5,671,762,600 to 5,671,763,999
5,674,407,000 to 5,674,410,499
5,692,340,350 to 5,692,341,849
5,694,251,950 to 5,694,253,249
5,799,478,500 to 5,799,479,999
5,806,140,822 to 5,806,140,899
73,764,000 to 73,767,999
7,560,245,643 to 7,560,245,699
7,595,577,897 to 7,595,578,549
7,595,759,250 to 7,595,760,149
7,595,853,176 to 7,595,853,211
7,598,550,400 to 7,598,550,699
7,601,425,400 to 7,601,425,999
7,607,637,250 to 7,607,637,349
8,347,462,300 to 8,347,462,499
8,616,820,253 to 8,616,820,272

C. Counterfeit. Counterfeit U.S. Money Order Forms—Do Not Cash

Serial Number(s)	Issuing Office Number	Validation Plate Number
160 031 7417	075241	04038
160 097 7418	075241	01038
174 519 7000 to 174 519 7999	915001	109611
184 185 0000 to 184 185 4999	935232 or 941000	59052
188 134 5000 to 188 134 5999	941000	104299
188 136 4900 to 188 136 4999	941000 or 075000	104299 or 01036
198 133 5500 to 198 133 6499	075000	01036
200 600 0000 to 200 699 9999	331461	104302
204 519 7000 to 204 519 7999	075000	01036
216 651 5686	33430	46009
253 252 8845	444520	64904
800 530 5161 to 800 530 5171	963319	109863

CAUTION: The last two digits in the read band on counterfeit money order 253 252 8845 **8** may vary, but the number at the bottom remains unchanged. These counterfeits, therefore, have two different serial numbers on the face.

UNITED STATES POSTAL SERVICE
WASHINGTON, D.C. 20260
OFFICIAL BUSINESS

PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE, $300

U.S.MAIL

FIRST CLASS

Schedule. The Postal Bulletin is published every Thursday by the Directives and Forms Division of the U.S. Postal Service, Washington, DC 20260.

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Index. A quarterly index of Bulletin articles appears early in the months of January, April, July, and October.

Orders.
Public sale:
Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402
Single copy: 70 cents
Subscription: $35, $8.75 additional for foreign mailing
Postal facilities:
For one time orders, send Form 7380 to the Eastern Area Supply Center.
To change quantity received, send Form 1286 to the Directives and Forms Division, giving justification.

21241

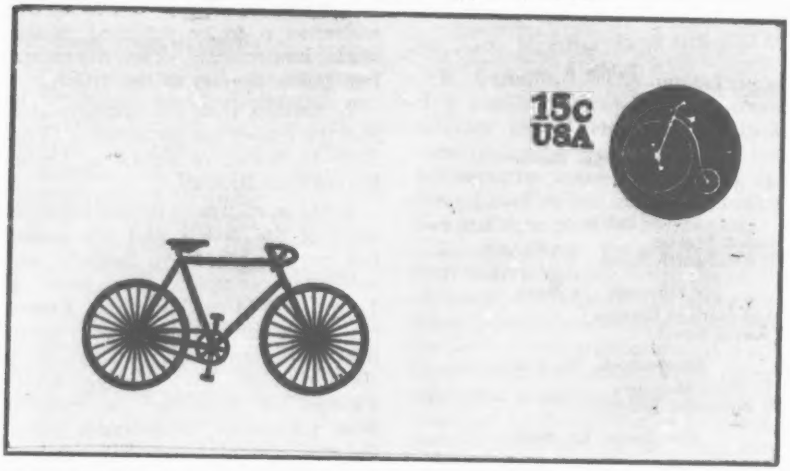
postal bulletin

PB 21241—April 17, 1980—16 Pages

15-Cent Bicycling Embossed Stamped Envelope

Description. The 15-cent Bicycling commemorative stamped envelope will be first placed on sale at Baltimore, MD 21233 on May 16, 1980. The design features an embossed indicium depicting a high wheeler with a maroon circular background, and in the lower left-hand corner, a blue modern day bicycle. The envelopes will only be available in sizes 6¾ and 10 regular.

Do Not Sell Before May 17, 1980



Copyright U.S. Postal Service 1980

Sizes: 6¾—3⅝ x 6½ inches.
10—4⅛ x 9½ inches.
Colors: Maroon and blue.
Designer: Robert Hallock.

Collectors. Request first-day cancellations from: Bicycling Envelopes, Postmaster, Baltimore, MD 21233. To eliminate the requirement for Postal Service personnel to apply return addresses, customers are requested to send self-addressed envelopes of an appropriate size or return address labels with their orders. Both sizes of regular envelopes will be serviced, but unless size 10 is stipulated, the cancellation will be on size 6¾. Requests must be postmarked no later than May 16, 1980 with the remittance to cover the cost of 18 cents per envelope.

For the benefit of collectors, the 15-cent Bicycling commemorative stamped envelope will be available at the Philatelic Sales Branch, Washington, DC 20265, beginning May 17, 1980 at 18 cents each or minimum box lots of 500 plus postage and a handling charge of 50 cents. In addition to handling charge, there is also a $5 minimum purchase in effect at the Philatelic Sales Branch. The box lot prices for 500 15-cent Bicycling embossed stamped envelopes are as follows:

6¾ Regular	$79. 50
10 Regular	80. 50

Supply. *Plain envelopes*—There will be an automatic distribution made only to post offices with philatelic centers. All other post offices should order sufficient quantities of this envelope to meet anticipated local philatelic demand. Immediately submit Form 3205, ***Requisition for Plain Stamped Envelopes,*** to the U.S. Stamped Envelope Agency, Williamsburg, PA 16693, in accordance with the instructions in section 526, Handbook F–1, *Financial Handbook for Post Offices,* using item **674** for the size 6¾ and item **174** for the size 10.

Printed Stamped Envelopes—Postmasters may accept customers' requests for the 15-cent Bicycling embossed stamped envelopes with printed return addresses. Orders must be for minimum lots of 500. Allow the usual four weeks for delivery. No orders will be dispatched before May 16, 1980.—*Customer Services Dept., 4–17–80.*

Dollar Promotion Reminder

The Postal Service's cooperation in helping the Department of Treasury circulate the Susan B. Anthony dollar coin is an ongoing program.

The Department of the Treasury reports that since the Postal Service began to use the Anthony dollar when making change, the circulation of the dollar coin has increased tenfold. All offices must continue in this effort. Any office in need of additional posters or tent cards should contact its Regional Retail Branch. Offices experiencing any problems in obtaining the dollar coin should also notify their Regional Retail Branch.

Regulations set forth in the F–1, *Financial Handbook for Post Offices* will not be modified to handle the dollar coin. Half the number of dollar bills which would normally be kept by window clerks should be in dollar coins. This effort does not mean an increase in credits or in funds retained at the end of a workday.—*Delivery Services and Finance Depts., 4–17–80.*

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ING PUBLIC LIBRARY
MAY 9 1980

P1 2.

Domestic Orders

False Representation. Enforced by postmasters at cities listed.

State/City	*Name(s) Covered*
GA, Atlanta 30319	American Health Products and Formula–12 P.O. Box 9669
NJ, Mantua 08051	Mr. Bold Company and L. S. King P.O. Box 233
	Terri-L Products P.O. Box 335
NV, Las Vegas 89102	Goodlife Industries 3111 S. Valley View Blvd.
	Goodlife Industries 2628 W. Charleston
FL, Fort Lauderdale 33310	Standard Research Laboratories Post Office Box 9547
OH, Canton 44767	Gant System Exclusive Information Publishers E.I.P. Plaza
NY, New York 10010	Rush Industries, Inc. 300 Park Avenue, South

—*Judicial Officer, 4–17–80.*

Coil Stamps—Reduced Inventories

The Bureau of Engraving and Printing (BEP) is experiencing difficulty in producing sufficient quantities of coils of 100—15¢ stamps to meet postmasters' demands. To ease the production workload, postmasters who order stamps in bulk quantities must temporarily reduce their inventories of coils of 100—15¢ stamps to a two-accounting period level.

Beginning with bulk requisitions due at BEP on April 28, 1980, order bulk requisition quantities to maintain the new inventory level. Postmasters may order sufficient quantities of coils of 100—15¢ stamps, beginning with requisitions due at BEP on June 30, 1980, to increase their inventories to the normal three-accounting period level.—*Customer Services Dept., 4–17–80.*

Wanted Circular Canceled

Destroy the Wanted Circular Issued April 26, 1974, for postal offender **Glen Bryan Smith.**—*Inspection Service 4–17–80.*

All Personnel Processing Mail for Dispatch Abroad

Foreign Order Notice 4

Keep all foreign order notices for use as reference.

A tentative **lottery order** has been issued against:

IRELAND

Dublin 7

Mary Kelly
43 Old Cabra Road

Navan Road, Dublin 7

Violet Moore
23 Villa Park Road

Dublin 8

Sheila Moore
8 O'Donovan Road
South Circular Road

Portrane, Co. Dublin

Mr. John Donnelly
2 The Quay

Dublin 6

Eamon Martin
30 Kenilworth Road

Kiltimagh, Co Mayo

Miss Martina Dempsey
Thomas Street

Kilnamanagh, Co. Dublin

Mr. John Mahoney
25 Birchview Heights

Dun Laoire, Co. Dublin

Paul O'Hara
10 Myrtle Park

Newcastle, Galway

Mr. Patrick Foran
276 Corrib Park

Dunshaughlin Co. Meath

Mrs. Phil Caulfield
Gerrardstown

A tentative *false representation order* has been issued against:

THE NETHERLANDS

Amsterdam

McNally Financial Publications
Schipol Airport East
Building 144, Room 042/43
P.O. Box 7766

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed *Foreign Order Mail* and send it to Postmaster, New York, NY 10001. Do not place any endorsement on the mail pieces themselves.

FINAL ORDERS

Tentative **false representation orders** against the following have become final:

BELGIUM

1050 Bruxelles

Business & Trades Publications
Place Stephanie 10, Bte 5

DMM Revision

Handling of C.O.D. Articles

C.O.D. articles that are not called for by the addressee are to be held for a period of 30 days, or for the time indicated on the C.O.D. tag if the mailer has indicated a shorter retention period. Domestic Mail Manual (DMM) 914.52 will be corrected in the next revision to the DMM. There are only two exceptions to this rule.

1. An article that is refused by the addressee is to be returned to the sender immediately, unless the exception below applies to the article.

2. Articles that are undeliverable and the mailer has requested a Form 3849–D, *Notice to Sender of Undelivered C.O.D. Mail.*

a. If the addressee declines acceptance of the article and the mailer has requested a Form 3849–D, immediately complete and send a Form 3849–D to the mailer. **Retain** the article for 30 days before returning it to the sender or, if a Form 3818, *Authorization To Change COD Charges or Addressee,* is received from the mailer, immediately follow the directions on Form 3818. See Section 414.211C of Special Postal Bulletin 21203 (8–10–79).

b. If the article cannot be delivered on the first delivery attempt, and the article is held for 5 days, send the addressee a second notice on Form 3849–B, *Delivery Reminder or Receipt.* Also, complete and send a Form 3849–D to the mailer at the same time the Form 3849–B is prepared. **Retain** the article for 30 days before returning it to the mailer or, if a Form 3818 is received from the mailer, immediately follow the directions on the Form 3818.

Postmasters must advise all employees handling C.O.D. articles of these procedures.—*Rates & Classification Dept., 4–17–80.*

GERMANY

Hamburg

WTX Telex W.V. GmbH
PoststraBe 37
Postf. 605421

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all SCFs and designated International Exchange Offices.—*Judicial Officer. 4–17–80.*

UNDELIVERABLE-AS-ADDRESSED MAIL—PROCEDURES

POSTAL BULLETINS 21209 and 21210 (9–13–79 and 9–20–79) concerning the handling of *Undeliverable-As-Addressed Mail* and *Delivery of Mail As Addressed*, are superseded by these instructions. Handbooks M–41, *City Delivery Carrier's Duties and Responsibilities*, and M–39, *Management of Delivery Services*, will be revised to reflect these changes. Rural route carriers will continue to be guided by the instructions of TWX No. 70 dated October 3, 1979.

Bundling Requirements

A change is made in the categories of Undeliverable-As-Addressed mail that letter carriers are required to separate by instructions in 242 of Handbook M–41. The following separations will be made:

1. Moved—Left No Address
2. Insufficient Address
3. Forwarding Order Expired
4. No Obvious Value Mail

Undeliverable-As-Addressed mail in these categories will be separated, bundled by category with a rubber band, and only the top piece on each bundle will be endorsed by the carrier with the reason for non-delivery, the route number, and the carrier initials before placing it in the throwback case. Carrier cases and throwback cases will be relabeled to provide these separations.

Attempted—Not Known Endorsement

Effective immediately, *Addressee Unknown* or *Unknown* is no longer an authorized endorsement and will not be used. Each piece of undeliverable-as-addressed mail, which previously would have been endorsed *Addressee Unknown* or *Unknown*, will be endorsed *Attempted—Not Known*. (See POSTAL BULLETIN 21237, 3–20–80).

1. Street Delivery—Before the letter carrier endorses any mailing piece *Attempted—Not Known*, delivery must be attempted at the street address shown on the piece regardless of the class of mail, or the carrier must have personal knowledge that the addressee is not known at the address. Each piece of mail which is endorsed *Attempted—Not Known* by the letter carrier will also show the carrier's route number and initials.

2. Post Office Box Delivery—Mail addressed to a post office box is not to be endorsed *Attempted—Not Known* until delivery has been made to the post office box in the address and the piece has been returned as unknown by the boxholder, unless the current boxholder has advised that mail for this addressee is not to be placed in their post office box. Each piece of mail intended for box delivery, which is returned by the boxholder as unknown, will be endorsed by an experienced box clerk *Attempted—Not Known* with the initials of the clerk.

No Such Number Endorsement

1. Definition—The endorsement of a mailing piece with *No Such Number* indicates there is no such street address or box number, and the delivering employee cannot effect delivery based on the address information and their personal knowledge.

2. Handling Procedures—The letter carrier serving the route, or an experienced box distributor, is the employee who should determine when a *No Such Number* endorsement is appropriate. Letter carriers can determine that a piece of mail should be endorsed *No Such Number* by checking the addresses on the letter case labels, by the carrier's personal knowledge of the route, or by checking the particular street address while on the route. Box clerks can verify the numbering of boxes in the unit. Each piece of mail endorsed *No Such Number* will also show the initials of the carrier or box clerk, the route number (as applicable), and will be deposited in the throwback case.

Mail bearing an address that is not in the area covered by the route or delivery unit to which it has been distributed should not be treated as *No Such Number*. Such pieces will be handled as *Misthrown* and will be placed in the proper case separation so that the piece will be redistributed to the correct route or delivery unit.

Insufficient Address Endorsement

1. Definition

a. Insufficient Address mail is mail that does not include enough information in the address to indicate a specific delivery point and the correct delivery point is not known. This could be mail that failed to show a house number, street number, street name, route number, city, state, apartment, suite or designated box number. The endorsement does not apply to mailing pieces prepared in accordance with Simplified Address provisions in 122.4 of the Domestic Mail Manual (DMM).

b. *Apartment/High Rise Buildings*—When mail intended for delivery to apartments, or offices and suites in high-rise buildings, does not include a suite or apartment number in the address and the carrier cannot effect delivery based on their personal knowledge of building occupants, the addressee's name must be compared with the names listed in the building directory. If the name of the addressee is not listed in the building directory, or the building does not provide a directory (as required by Publication 17 *Apartment House Mail Receptacles, Regulations and Manufacturing Standards*), the mailing piece is undeliverable due to insufficient address.

2. Handling Procedures—Mail which cannot be delivered due to insufficient address will be bundled, and only the top piece of each bundle endorsed to show the reason for nondelivery, the initials of the letter carrier and route number. This mail will be placed in the proper separation of the throwback case.

Mail Count and Route Inspection

1. Individually Endorsed Mailing Pieces—For mail count and route inspection, city letter carriers will include the total number of pieces endorsed *Attempted—Not Known* and *No Such Number* with other pieces recorded as carrier markup in column 1–A, 9, or the column headed 1st, 3rd, or 4th class markup mail, as appropriate, on Form 1838–C, *Carrier Worksheet*. Time credits are allowed at the rate of one minute for every four pieces of the mail endorsed.

2. Bundled Mail—During mail count and route inspection at offices operating under the central markup or computer forwarding procedures, the top piece of mail endorsed *Moved—Left No Address, Insufficient Address, Forwarding Order Expired*, or *No Obvious Value* will be counted as one carrier markup in the appropriate column of Form 1838–C. Time is allowed at the rate of one minute for each four pieces so endorsed. All other mail in the bundles will be recorded as central markup unit mail and will be bundled according to present instructions.—*Delivery Services Dept., 4–17–80.*

Domestic First Flight Cachets

Official cachet and philatelic treatment for the first flight services described in A and B are authorized in 244.63, POSTAL OPERATIONS MANUAL.

To prepare and send covers for official philatelic treatment for these services, observe the following procedures:

1. Address all covers.
2. Applicable rate of postage per cover is 15 cents for the first ounce, 13 cents for each additional ounce up to 12 ounces.
3. Allow a clear space, 2½ by 2½ inches, on the lower portion of the envelope and to the left of the address, for the cachet.
4. Provide an additional clear space of 1½ inches to the left of the innermost stamp to permit a clear postmark.
5. Include in each envelope a uniform enclosure of the approximate thickness of a postal card to assure a good impression.
6. Enclose the prepared covers in another envelope and indicate segment desired by pencil notation in the upper right hand corners of the covers.
7. Mail the covers to reach the office applying the cachet no later than three days before the scheduled date of the flight.

A. Eastern Airlines

On June 1, 1980, Eastern Airlines will begin round trip service New York—Los Angeles and New York—San Francisco.

Endorse the lower left corner of the outer envelope containing the covers with the words *First Flight Covers* for easy identification, and address as follows:

Cachets to be applied by	*Send covers to*
New York City Post Office	Postmaster General Post Office New York, NY 10001
United Nations Post Office	Superintendent United Nations Post Office Room 1–B26 United Nations Headquarters New York, NY 10017
Kennedy International Airport Mail Facility	Philatelic Mail Clerk Airport Mail Facility Kennedy International Airport Jamaica, NY 11430
Los Angeles City Post Office	Postmaster Attention: Manager Terminal Annex U.S. Postal Service Los Angeles CA 90052
Worldway Postal Center	Operations Manager Worldway Postal Center Los Angeles, CA 90009
San Francisco City Post Office	Rincon Annex Attn: Manager, Distribution P.O. Box 3000 San Francisco, CA 94119
San Francisco Airport Mail Facility	Airport Mail Facility c/o Postmaster Main Post Office San Francisco, CA 94101

B. Delta Airlines

On June 1, 1980, Delta will begin service to Seattle, WA and Portland, OR from Atlanta, GA and Dallas/Forth Worth, TX.

Endorse the lower left corner of the outer envelope containing the covers with the words *First Flight Covers* for easy identification, and address as follows:

Cachets to be applied by	*Send covers to*
Atlanta City Post Office	Postmaster Federal Annex Atlanta, GA 30304
Atlanta Airport Mail Facility	Operations Manager Airport Mail Facility Hartsfield International Airport Atlanta, GA 30320
Seattle City Post Office	Postmaster U.S. Post Office Seattle, WA 98158
Seattle Airport Mail Facility	Operations Manager Airport Mail Facility Seattle, WA 98158
Portland City Post Office	Postmaster Main Post Office Portland, OR 97208
Dallas City Post Office	Postmaster General Post Office Dallas, TX 75260 Attn: Supervisor, Customer Service Representative
Fort Worth City Post Office	Postmaster U.S. Post Office Fort Worth, TX 76101
Dallas/Fort Worth Airport Mail Facility	Operations Manager Airport Mail Facility Dallas/Fort Worth Regional Airport Dallas, TX 75261

International First Flight Cachet

Northwest Orient Airlines has rescheduled several inaugural flights to Europe announced as B. 3 and B. 5 in POSTAL BULLETIN 21237 (3–20–80).

B. 3—date and flight number changed to: May 30, 1980—Flight No. 30—New York, NY, to Oslo, Norway

B. 5—date and flight number changed, and Copenhagen, Denmark, deleted from schedule:

a. June 6, 1980—Flight No. 44—Los Angeles, CA, to London, England

b. June 7, 1980—Flight No. 44—Los Angeles, CA, and Minneapolis/Saint Paul, MN, to Hamburg, Germany

Instructions for preparing first flight covers were announced in POSTAL BULLETIN 21237 (3–20–80). —*Customer Services Dept., 4–17–80.*

London 80 Souvenir Card

Description. The London 80 Souvenir Card will be distributed in London, England, in honor of the international philatelic exhibition May 6 through 14. The card features a reproduction of the U.S. 2-cent stamp issued in 1907 to commemorate the 300th anniversary of the founding of Jamestown in 1607. The card bears a message signed by the Postmaster General. Do not sell before May 7, 1980.

Collectors. Customers may purchase the London 80 Souvenir Card for $2.00 at authorized philatelic centers only, or by mail order from the Philatelic Sales Branch. The card will be sold in uncanceled form only. Orders should be addressed to: London Card, Philatelic Sales Branch, Washington, DC 20265.

Supply. Only authorized philatelic centers will receive an automatic distribution. Philatelic centers requiring additional stock of the London 80 card, **item 505,** are to order from their regional accountable paper depository on a Form 17, *Stamp Requisition,* in quantities of 100.—*Customer Services Dept., 4–17–80.*

Covers bearing previous postmarks and those not properly prepared according to these instructions will not receive cachets or cancellations.

There will be a limit of 50 covers per customer per flight.—*Customer Services Dept., 4–17–80.*

Travel—Mileage Allowance

Travel expenses incurred (by **non-bargaining unit employees**) on or after April 20, 1980, for which mileage expenses are authorized for reimbursement, will be at the following rates:

A. Privately Owned Conveyance Allowances

When a privately owned conveyance is determined to be advantageous to the Postal Service, the mileage allowances are as follows:

Conveyance	*Cents Per Mile*
Privately Owned Automobile	20
Privately Owned Automobile–Alaska only	22
Privately Owned Motorcycle	11
Privately Owned Airplane	24
Privately Owned Airplane–Alaska only	26
Privately Owned Automobile in Lieu of GSA Vehicle—Full Time Assignment	12.5
Privately Owned Automobile in Lieu of Available & Authorized USPS Vehicle	13

B. Privately Owned Automobile Rate Enroute to New Duty Station—Relocation

Mileage allowances while enroute to new duty stations on a relocation action, are changed as follows:

Occupants of Automobile	*Cents Per Mile*
Employee Only or Member of Immediate Family	13
Employee and 1 (2 Members of Immediate Family)	15
Employee and 2 (3 Members of Immediately Family)	17
Employee and 3 (4 Members or More of Immediate Family)	20

Privately owned automobile rates for use during an advance round-trip are changed to 13 and 15 cents per mile as applicable.

C. Certification

Approving officials who approve expense vouchers for travel must review the claim to assure that the proper rates are being claimed. There is no requirement of any additional stamp or annotation on the voucher certifying eligibility for the mileage rate because the approval of the claim (by signing the "approval" block) is, in effect, certification of the validity of the expenses as listed by the traveler.

D. Bargaining Unit Employees Mileage Allowances

Rates in effect prior to this memorandum are the allowable amounts for bargaining unit employees.—*Finance Dept., 4–17–80.*

Lawn Mower—Safety Alert

GSA has advised that lawn mower (NSN 3750–01–035–6037, Contract Number GS–00S–48235), manufactured by AMF Lawn and Garden Division, should be removed from service because of a potential safety hazard.

Within the 48 contiguous United States, take the mower out of service until retrofit kits are obtained from GSA. Before May 1, report the number of mowers for which kits are required, and the address to which kits should be shipped (on SF 364, or by message to GSA Region 7, Fort Worth, TX, Attention 7FSR).

After installation of the kits, report the cost (not to exceed $50 per mower) to GSA Region 7, on SF 364, for credit billing.

Postal installations outside the 48 states should dispose of these mowers if they have been used for 2 cutting seasons. Report the disposal on SF 364 to the GSA Region which shipped the mower. For a credit billing (50% for 2 years' use), cite the authority of GSA message P122032Z, March 1980.

Lawn mowers which have not been used for 2 cutting seasons may be disposed of as above (75% credit billing) or they may be retained out of service until retrofit kits are obtained from GSA. Kits may be ordered as shown above.—*Procurement & Supply Dept., 4–17–80.*

Identification Cards and Badges

The purpose and use of identification cards and badges is described in 273.2 of the ADMINISTRATIVE SUPPORT MANUAL (ASM).

Forms 1375, *Employee Identification Card,* and 1375–P, *Postmaster or Sectional Center Manager/Postmaster Identification,* are issued to employees and postmasters to identify them to the general public.

Control security of access to postal premises by using:

a. Form 4098, *Employee Photo Identification;*

b. Item No. 0–8405–A, *Temporary Employee Badge;*

c. Item No. 0–8405–B, *Visitor Access Control Badge;*

d. Item No. 0–8405–C, *Contractor Access Control Badge;* and

e. Special electro-mechanical access control badges.

HCR contractors, subcontractors and their employees use:

a. Form 5139, *Contractor Employee Temporary Identification.*

b. Form 5140, *Contractor Employee Permanent Identification.*

A recent survey by the Inspection Service disclosed numerous facilities using obsolete or locally adopted forms of identification for postal employees, supervisors, temporary employees, visitors and contractors. To promote a standard system of identification in the Postal Service, use the forms of identification authorized in ASM 273.2 to the maximum extent possible.—*Inspection Service, 4–17–80.*

Distribution of Publication 201

Within the next couple of weeks, all management sectional centers will be receiving shipments of Publication 201, "A Consumer's Directory to Postal Services and Products."

MSCs should send adequate quantities of the publications to post offices under their jurisdiction. Additional copies may be ordered, using established procedures, from area supply centers.

These publications are to be placed on writing tables, or in general display units, for public distribution.—*Customer Services Dept., 4–17–80.*

POSTER 7, CONDUCT ON POSTAL PROPERTY

Significant changes affecting *Rules and Regulations Governing Conduct on Postal Property* (39 USC 232.6), took effect October 1, 1978. These revisions were included in a new text of Poster 7, published in POSTAL BULLETIN 21156 (9–21–78). Poster 7, in the center of this BULLETIN, must be displayed at a conspicuous place in the lobbies of all main post offices, classified stations, classified branches and at other public entrances. **This item is not available at supply centers.** Local reproduction of Poster 7 from this BULLETIN is authorized. All earlier editions of Poster 7 (including that of September 21, 1978) are obsolete and must be removed from display.

Please read carefully the comments below about the revisions to Poster 7. Any questions, problems, or comments concerning implementation or interpretation of these regulations should be directed through regular channels to the manager or your Regional Retail Branch, who will coordinate responses with the Regional Counsel's office.

Comments

Your general reference to national policy and procedures for managing lobby displays and handling routine requests for use of lobby space is POSTAL OPERATIONS MANUAL (POM) 221.5. The majority of text appearing on Poster 7 is published as POM 221.6.

The three substantive changes to Poster 7, as published on September 21, 1978, are described below:

1. ***Depositing Literature Prohibited*** (POM 221.551)—With certain exceptions, posting or depositing handbills, signs and the like on postal premises is prohibited. This prohibition is necessary to improve local managers' control over service and operating space, reduce clutter, eliminate safety hazards and reduce maintenance costs. This is to be done by eliminating **nongovernmental** posters and signs, and deposits of pamphlets, flyers, posters and other "leave-behind" literature from designated areas on postal property.

2. ***Electioneering Prohibited*** (POM 221.654)—Prohibiting electioneering on postal property is consistent with existing regulations prohibiting display of photographs or likenesses of public officials and regulating the format and content of notices by Members of Congress. The purpose is to prevent abuses and to preclude any appearance of partisan endorsement or preference.

3. ***Private Fund Raising Prohibited*** (POM 221.654)—Deleting previous rules which permitted the use of lobbies for fundraising by nonprofit charitable and philanthropic organizations is necessary for both practical and legal reasons. Years ago, such selective use of lobbies appeared to be a reasonable means of permitting their benevolent use without adversely affecting the conduct of postal business. The results, however, have been highly unsatisfactory. Postmasters often have found themselves in the position of having to choose objectively among several sponsors competing for lobby space. In many lobbies, fund-solicitation materials have tended to cause clutter and prevent display of essential postal materials. Most postal lobbies are too small to accommodate unofficial public activities without disturbing employees at work and/or impeding customer traffic.

From a legal perspective, use of our lobbies by organizations soliciting funds has come to be viewed by some individuals and groups as unjustifiably discriminatory. Additionally, regulation of soliciting activities tends to be unduly expensive. Simply prohibiting soliciting of any kind resolves both the practical and legal problems arising from present regulations.

Note that the prohibition of depositing literature (POM 221.551) regulates, but does not generally prohibit, all distribution of literature on postal premises. The Postal Service issues no permits of any kind authorizing use of postal premises for unofficial activities, such as literature distribution, by individuals representing views of organizations or expressing their own personal opinions. Failure to give express permission for a specific activity, however, does *not* automatically mean that the activity is prohibited. For example: direct distribution of literature by or among individuals increasingly has been considered "free-speech-related" activity, enjoying special protection of the Constitution. The regulation is completely neutral about this type of distribution. The regulation addresses only prohibited means of distribution—depositing or posting of literature on exterior areas and public-use interior areas. We emphasize, also, that the regulation does not rule out things like union literature racks in employee swing rooms.

The new rules also continue the long-standing postal policy of providing a place in our lobbies for display of important public notices and announcements of interest to local communities, as provided in POM 221.525. This section of the POM authorizes public bulletin boards. Postmasters are not required to provide bulletin board space for nongovernmental public announcements; but they are encouraged by postal policy to provide such space for display of notices of public assemblies and judicial sales, official election notices issued by state or local government, and similar announcements, as long as there is sufficient space for neat and effective display of scheduled postal materials. Current lobby display schedules will continue to be published periodically in the POSTAL BULLETIN.—*Delivery Services Dept., 4–17–80.*

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RULES AND REGULATIONS GOVERNIN

Pursuant to authority of law, the Postal Service has adopted the following rules and regulations to govern the conduct of persons on postal property:

A. APPLICABILITY

These rules and regulations apply to all real property under the charge and control of the Postal Service, to all tenant agencies, and to all persons entering in or on such property. These rules and regulations shall be posted and kept posted at a conspicuous place on all such property.

B. RECORDING PRESENCE

Except as otherwise ordered, properties shall be closed to the public after normal working hours. Properties shall also be closed to the public in emergency situations and at such other times as may be necessary for the orderly conduct of business. Admission to properties during periods when such properties are closed to the public will be limited to authorized individuals who may be required to sign the register and display identification documents when requested by Security Force personnel or other authorized individuals.

C. GENERAL RESTRICTIONS

1. Preservation of Property. Improperly disposing of rubbish, spitting, creating any hazard to persons or things, throwing articles of any kind from a building, climbing upon the roof or any part of a building, or willfully destroying, damaging or removing any property or any part thereof, is prohibited.

2. Conformity with Signs and Directions. All persons in and on property shall comply with official signs of a prohibitory or directory nature and with the directions of Security Force personnel or other authorized individuals.

3. Inspection. Packages, briefcases, and other containers brought into, while on, or being removed from the property are subject to inspection. A full search of a person may accompany an arrest.

D. SPECIFIC RESTRICTIONS

1. Disturbances. Disorderly conduct, or conduct which creates loud and unusual noise, or which obstructs the usual use of entrances, foyers, corridors, offices, elevators, stairways, and parking lots, or which otherwise tends to impede or disturb the public employees in the performance of their duties or which otherwise impedes or disturbs the general public in transacting business or obtaining the services provided on property, is prohibited.

2. Gambling. Participating in games for money or other personal property, the operation of gambling devices, the conduct of a lottery or pool, or the selling or purchasing of lottery tickets, is prohibited on postal premises. This prohibition does not apply to the vending or exchange of State lottery tickets at vending facilities operated by licensed blind persons where such lotteries are authorized by State law.

3. Alcoholic Beverages and Drugs. The entering on postal premises, or the operating of a motor vehicle thereon, by a person under the influence of alcoholic beverage or any drug which has been defined as a *controlled substance* is prohibited. The sale or use of any *controlled substance* (except as medically approved) or alcoholic beverage on postal premises is prohibited. The term *controlled substance* is defined in section 802 of title 21, United States Code.

4. Soliciting, Electioneering, Collecting Debts, Vending and Advertising. Soliciting alms and contributions, campaigning for election to any public office, collecting private debts, commercial soliciting and vending, and the display or distribution of commercial advertising on postal premises are prohibited. This prohibition does not apply to:

a. Commercial activities performed under contract with the Postal Service or pursuant to the provisions of the Randolph-Sheppard Act;

b. Posting notices on bulletin boards as authorized in 221.525, POSTAL OPERATIONS MANUAL;

c. The solicitation of Postal Service and other Federal military and civilian personnel for contributions by recognized agencies as author-

Poster 7, April 1980—Use this as a temporary poster until instructed to remove.

G CONDUCT ON POSTAL PROPERTY

ized by the *Manual on Fund Raising Within the Federal Service*, issued under Executive Order 10927 of March 13, 1961.

5. Depositing Literature. The depositing or posting of handbills, flyers, pamphlets, signs, posters, placards, or other literature, except official postal and other governmental notices and announcements, on the grounds, walks, driveways, parking and maneuvering areas, exteriors of buildings and other structures, or on the floors, walls, stairs, racks, counters, desks, writing tables, windowledges, or furnishings, in interior public areas on postal premises is prohibited. This prohibition does not apply to:

a. Posting notices on bulletin boards as authorized in 221.525, Postal Operations Manual.

b. Interior space assigned to tenants for their exclusive use.

6. Photographs for News, Advertising, or Commercial Purposes. Except as prohibited by official signs or the directions of Security Force personnel or other authorized personnel, or a Federal court order or rule, photographs for news purposes may be taken in entrances, lobbies, foyers, corridors or auditoriums when used for public meetings. Other photographs may be taken only with the permission of the local Postmaster or installation head.

7. Dogs and Other Animals. Dogs, except guide dogs, and other animals shall not be brought upon property for other than official purposes.

8. Vehicular and Pedestrian Traffic.

a. Drivers of all vehicles in or on postal premises shall drive in a careful and safe manner at all times and shall comply with signals and directions of Security Force personnel, other authorized individuals, and all posted traffic signs.

b. The blocking of entrances, driveways, walks, loading platforms, or fire hydrants is prohibited.

c. Parking without authority, parking in unauthorized locations or in locations reserved for other persons, or continuously in excess of 18 hours without permission, or contrary to the direction of posted signs is prohibited. This section may be supplemented by the Postmaster or installation head from time to time by the issuance and posting of specific traffic directives as may be required. When so issued and posted, such directives shall have the same force and effect as if made a part hereof.

9. Weapons and Explosives. No person while on property shall carry firearms, other dangerous or deadly weapons, or explosives, either openly or concealed, except for official purposes.

E. NONDISCRIMINATION

There shall be no discrimination by segregation or otherwise against any person or persons because of race, creed, color, sex, or national origin, in furnishing, or by refusing to furnish to such person or persons the use of any facility of a public nature, including all services, privileges, accommodations, and activities provided on postal premises.

F. PENALTIES AND OTHER LAW

1. Alleged violations of these rules and regulations are heard, and the penalties prescribed herein are imposed, either in a Federal District Court or by a Federal Magistrate in accordance with applicable court rules. Questions regarding such rules should be directed to the Regional Counsel for the Region involved.

2. Whoever shall be found guilty of violating the rules and regulations in this notice while on property under the charge and control of the Postal Service is subject to fine of not more than $50 or imprisonment of not more than 30 days or both. Nothing contained in these rules and regulations shall be construed to abrogate any other Federal laws or regulations or any State or local laws and regulations applicable to any area in which the property is situated.

G. ENFORCEMENT

Members of the U.S. Postal Service Security Force shall exercise the powers of special policemen provided by 40 U.S.C. 318 and shall be responsible for enforcing the regulations in this notice in a manner that will protect Postal Service property.

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ASM Revision

Architect/Engineer Services

The following article from Postal Bulletin 21240 (4-10-80) is reprinted here, with corrections in bold type. Destroy the previous article.

A new section is to be added to the Administrative Support Manual (ASM):

518.223 Term Agreements

Agreements with Architect/Engineer (A/E) firms for **repair and alteration projects,** on a term basis, are permitted subject to the following conditions:

a. The base term of the contract is for a period of one year with two one-year extensions. The term of the agreement must be published with the announcement for A/E services.

b. Each one-year extension requires a justification statement and approval of the Regional Director, Real Estate and Buildings Department.

c. When an agreement (including options) expires, the A/E is not eligible for a new term agreement for one year.

d. The professional fixed fee for each task issued under a term agreement must be negotiated as a separate contract and may not exceed the fee limits prescribed in Section 18-607.6 of the Postal Contracting Manual (PCM).

e. The estimated construction cost for each project covered by a task order may not exceed $100,000.

f. Total professional fees paid pursuant to a term agreement may not exceed $200,000.

g. The evaluation and selection of architect-engineer firms to perform professional services under a term agreement are conducted using established architect-engineer selection procedures.

h. Each term agreement scope of work is limited to a geographic area (such as a single SMSA or a group of named, contiguous towns, small cities, or rural counties, or a combination of these), which has been described in the published announcement for A/E services.

i. The A/E firms for all projects with an estimated construction cost of over **$100,000** are selected individually by project.

j. Each term agreement for A/E services must contain a specific description of: (1) the services to be performed; and (2) the method and rates for determining the fees to be paid.—*Real Estate & Buildings, 4-17-80.*

On-the-Job Safety Review

Form 1783, *On-the-Job Safety Review,* dated December 1979, is now available from area supply centers. Order these forms from your supply center on Form 7380, *Requisition for Supplies,* in accordance with established requisitioning procedures. The form is to be used by each office, i.e., MSC, associate office, station, branch, etc., for first line supervisors to conduct required on-the-job safety reviews. See 950 of Handbook P-13, *Supervisor's Safety Handbook* and 812.52 of the Employee & Labor Relations Manual. Destroy all forms dated before December 1979, when the new form is received.—*Employee Relations Dept., 4-17-80.*

All Offices With Self-Service Postal Centers

Labels for SSPCs

Offices with SSPCs have received automatic distribution of Labels 132, *Mail Dimensional Standards for SSPC,* and 133, *Post Card Dimensions for SSPC.* Receiving offices were those for which Headquarters has records of SSPC installations. Quantities of labels shipped were based on these records.

The labels were shipped in cardboard mailing tubes via penalty label addressed to *Postmaster, Attn: SSPC Manager.* The tubes were marked *SSPC Labels* in one inch letters immediately to the left of the mailing label.

One set of labels is required for each active SSPC equipped with a scale well and customer information panels. SSPCs which do not have provision for weighing, rating and mailing parcels do not require the labels.

1. If you did not receive a sufficient quantity of labels, prepare a Form 7380, *Requisition for Supplies,* for the number of labels you need. Be sure to include your full mailing address, finance number and FEDSTRIP address. List Label 132 or Label 133 under Form or Item No., and indicate the needed quantity. Do not order extra labels. Do not requisition these labels from the supply centers. Submit the Form 7380 to USPS, Facilities & Equipment Branch, Room 7417, Washington, DC 20260.

2. If you received labels you do not need, forward them in the original mailing tube to the above address. Be sure to include your office name, state and ZIP Code either on the mailing tube or on an enclosed Form 13.—*Delivery Services Dept., 4-17-80.*

NOTICE TO DRIVER: DRIVE COURTEOUSLY; OBSERVE TRAFFIC REGULATIONS; PROTECT CHILDREN

VACANT REGULAR RURAL ROUTES LISTING NO. 80–19

The vacant rural routes listed below will be posted for bid in accordance with the USPS–NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this POSTAL BULLETIN. Those rural carriers having special bidding rights as defined in the USPS–NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	* Route classification and evaluation	Route length
CENTRAL REGION					
Illinois	Bartlett	60103	03	43:50 (44H)	21.90
	Joliet	60431	06	67:25 (48K)	26.05
	Lemont	60439	03	40:57 (41H)	11.25
	Minooka	60447	01	49:00 (41K)	79.00
	Earlville	60518	01	31:07 (31S)	60.00
	Freeport	61032	04	48:00 (40K)	66.75
	Danville	61832	01	37:10 (37S)	71.30
	Newton	62448	01	42:57 (43H)	83.65
Indiana	Marion	46952	04	43:29 (43H)	55.30
	Columbus	47201	06	50:15 (46J)	79.30
Iowa	Hamburg	51640	01	36:14 (36S)	103.10
	Mediapolis	52637	02	35:13 (35S)	66.65
Kansas	Chanute	66720	04	40:42 (41S)	93.30
	Parsons	67357	03	44:01 (44H)	97.90
Kentucky	Richmond	40475	10	46:29 (46H)	17.85
Michigan	Union Lake	48085	04	46:30 (46J)	15.60
	Milan	48160	04	43:26 (43H)	51.50
	Birch Run	48415	02	46:34 (43J)	34.65
	Adrian	49221	01	51:18 (43K)	52.55
Minnesota	Farmington	55024	01	47:34 (44J)	66.50
	Hinckley	55037	02	43:15 (43H)	95.15
	Blomkest	56216	01	30:10 (30S)	63.55
	Roseau	56751	01	43:40 (44S)	112.00
Missouri	Chesterfield	63017	04	44:13 (41J)	20.55
North Cakota	Enderlin	58027	01	40:56 (41S)	105.00
	Edgeley	58433	01	34:44 (35S)	107.00
Ohio	Bellbrook	45305	01	35:28 (35S)	41.77
	Chillicothe	45601	05	51:27 (43K)	71.79
	Delphos	45833	03	39:48 (40S)	66.40
	Findlay	45840	04	38:49 (39S)	60.50
	do	45840	07	43:13 (43H)	66.40
Wisconsin	Monroe	53566	02	45:44 (46H)	86.20
	Reedsburg	53959	01	51:24 (43K)	99.15
	Coleman	54112	01	49:54 (46J)	81.50
EASTERN REGION					
New York	Ithaca	14850	10	49:22 (45J)	53.50
Pennsylvania	Waynesburg	15370	02	50:39 (42K)	78.50
West Virginia	Shepherdstown	25443	01	45:32 (46H)	61.00
NORTHEAST REGION					
Massachusetts	Wrentham	02093	02	49:37 (45J)	22.80
Connecticut	North Branford	06471	03	52:02 (43K)	24.50
New York	Hyde Park	12538	02	56:45 (47K)	30.50
WESTERN REGION					
California	Lake Elsinore	92330	01	39:52 (40H)	32.40
	Kingsburg	93631	01	53:17 (44K)	69.60
	Carmel	93923	02	47:20 (43J)	20.25
	do	93923	03	42:45 (43H)	25.65
Idaho	Fairfield	83327	01	16:18 (16S)	45.90
Montana	Belgrade	59714	01	51:50 (46J)	125.90
Nevada	Reno	89510	15	41:23 (41H)	19.15
Utah	Tremonton	84337	01	51:54 (43K)	70.15
Oregon	Roseburg	97470	05	50:21 (46J)	42.20
Washington	Spokane	99210	03	53:08 (44K)	47.80
	Richland	99352	01	43:54 (44H)	34.25

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*The "Route Classification and Evaluation" published in this POSTAL BULLETIN may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

—Labor Relations Dept., 4–17–80.

Uniform Program—Licensed Vendor Listing

Each of the following uniform vendors has received a vendor's license since distribution of Publication 136, *Licensed Vendor Listing*. These lists must be posted where they are readily available for employee's perusal.

Ben's Discount Shoes, Inc.	228 Market Street	Philadelphia	PA 19106
Nick Bloom Uniform Company, Inc.	P.O. Box 1101	St. Louis	MO 63188
Nick Bloom Uniform Company, Inc.	411 New York Avenue, N.E.	Washington	DC 20002
Casuals & Careers	Vicking Plaza	Alexandria	MN 56308
DC's Bobbie Shop	5705 W. 5th Avenue	Gary	IN 46406
Jertsen Shoe Service	105 East Church Street	Spring Valley	MN 55975
Krendilou's	5235 Delhi Pike	Cincinnati	OH 45238
Northgate Shoe Service	Northgate Shopping Center	Durham	NC 27701
The Energy Shoe Company, Inc.	835 Villa Street	Mountain View	CA 94041
Schaffner-Myers, Inc.	108 Harding Way East	Galion	OH 44833

—Labor Relations Dept., 4–17–80.

MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices, including Inspection Service Forms 577, should be destroyed when the numbers listed appear in the Postal Bulletin. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below). Destroy PB 21240 listing. **B. Old Style.** (Gray). **C. Counterfeit.** The listing from PB 21240 remains valid for both B. and C.

165 705 7000 to 7999
199 567 1359 to 1999
203 297 6000 to 7499
203 619 3700 to 3999
204 108 8000 to 9999
206 493 4600 to 4799
206 793 5600 to 6499
208 287 8700 to 8899
209 728 2600 to 3099
210 176 8200 to 8599
210 868 4500 to 4699
211 238 0459 to 0999
211 436 5608 to 5699
211 527 2600 to 3099
213 123 9827 to 9999
213 578 4229 to 4399
213 822 5800 to 6299
214 159 4800 to 4999
215 532 5100 to 5399
215 538 0200 to 0499
216 678 6072 to 6999
217 210 7100 to 7299
217 241 5400 to 5799
217 268 2574 to 2699
217 667 3400 to 3599
217 672 4200 to 4599
217 902 4181 to 4299
218 755 4591 to 4699
220 350 0000 to 0999
221 371 4600 to 4999
221 626 2100 to 2299
221 661 5318 to 5499
222 224 8100 to 8499
222 536 2000 to 2299
224 057 4061 to 4299
224 206 6395 to 6499
224 554 9830 to 0399
225 268 1655 to 1799
225 711 9700 to 9999
225 712 0000 to 0999
225 767 2000 to 2299
227 097 4600 to 4699
227 254 9800 to 0099
227 611 4000 to 4599
228 660 5976 to 5999
229 117 4866 to 4999
229 346 9900 to 9999
229 434 3500 to 3599
229 531 9700 to 9899
229 563 1918 to 1999
229 576 1732 to 1799
229 576 1800 to 1899
229 585 4570 to 4599
230 406 2975 to 2999
230 577 6515 to 6599
230 826 8683 to 8799
231 126 6475 to 6499
231 147 0883 to 1499
231 525 7893 to 7999
231 651 8280 to 8299
231 725 2789 to 2799
231 770 2751 to 2762
231 873 7928 to 7999
232 295 7249 to 7599
232 319 6535 to 6599
232 426 6620 to 6699
232 665 0292 to 0399
233 262 7907 to 7999
233 407 5872 to 5899
233 453 8902 to 8929
233 516 6100 to 6199
233 638 1200 to 1799
233 845 9000 to 9099
234 031 6456 to 6999
234 064 8437 to 8499
234 261 4500 to 4599
234 431 3655 to 3699
234 500 2944 to 2999
234 659 4000 to 4199
234 659 8700 to 8999
234 742 1948 to 1999
234 802 1060 to 1199
234 997 1000 to 1599
235 254 2060 to 2099
235 439 6181 to 6299
235 644 7061 to 7099
235 925 8767 to 8799
236 145 5082 to 5099
236 388 4842 to 5099
236 467 6573 to 6599
236 566 2555 to 2599
236 576 9520 to 9599
236 656 6422 to 6499
236 755 8000 to 8099
236 937 5803 to 5999
236 941 5400 to 5499
237 413 7500 to 7599
237 423 4111 to 4199
237 457 5600 to 5699
237 457 5800 to 5899
237 574 8657 to 8799
237 702 6823 to 6899
237 702 6921 to 6999
238 165 7700 to 7799
238 169 7587 to 7599
238 377 4508 to 4599
238 377 4607 to 4699
238 586 3100 to 3299
239 199 0700 to 1099
239 204 9916 to 9999
239 481 4728 to 4799
239 549 7116 to 7499
239 575 2000 to 2199
239 596 4800 to 4999
239 640 5708 to 5728
239 724 1489 to 1499
239 985 7000 to 7499
240 042 3151 to 3169
240 108 6501 to 6599
240 252 6400 to 6899
240 256 2900 to 3199
240 559 4363 to 4399
240 639 3561 to 3599
240 855 7000 to 7099
240 901 5900 to 5999
241 081 9274 to 9299
241 224 7209 to 7299
241 685 5124 to 5199
241 694 1800 to 1899
241 753 7766 to 7799
241 902 2600 to 2799
242 021 2262 to 2499
242 327 4984 to 4999
242 576 1609 to 1699
242 585 4155 to 4299
242 591 4500 to 4699
242 605 0000 to 0999
242 621 8314 to 8399
242 781 0789 to 0799
242 816 1337 to 1399
243 112 4109 to 4120
243 228 7200 to 7499
243 766 6730 to 6799
243 805 0000 to 0299
243 906 7800 to 8199
244 299 2000 to 2199
244 366 8800 to 8899
244 381 3024 to 3099
244 525 0719 to 0799
244 657 7700 to 7899
244 678 2333 to 2499
244 742 7748 to 7799
244 743 7100 to 7399
244 895 5575 to 5599
245 103 9300 to 9399
245 103 9400 to 9499
245 118 6754 to 6768
245 279 1420 to 1499
245 279 1510 to 1599
245 591 1626 to 1799
245 695 0346 to 0399
245 973 2677 to 2699
246 076 7300 to 7399
246 155 4048 to 4099
246 155 5000 to 5499
246 402 6511 to 6599
246 608 6300 to 6399
246 609 9545 to 9799
246 741 2082 to 2099
246 816 2600 to 2699
246 973 1372 to 1399
247 012 0500 to 0599
247 066 9300 to 9399
247 113 5635 to 5699
247 490 1960 to 1999
247 490 2086 to 2099
247 497 4000 to 4099
247 544 0200 to 0214
247 575 4400 to 4499
247 929 6417 to 6799
247 983 1511 to 1899
248 120 4322 to 4399
248 244 7246 to 7299
248 317 7624 to 7699
248 397 2163 to 2199
248 423 4864 to 4999
248 440 7916 to 7971
248 718 7317 to 7399
249 680 4872 to 4899
249 945 6900 to 6999
249 996 6000 to 6099
249 996 6300 to 6499
250 452 4971 to 4999
250 483 0600 to 0699
250 547 7046 to 7099
250 565 7029 to 7099
250 833 7200 to 7399
250 951 4340 to 4363
250 991 9778 to 9799
251 518 6281 to 6399
251 964 6056 to 6199
251 997 2913 to 2999
252 171 2041 to 2056
252 206 2101 to 2199
252 206 9532 to 9599
252 235 4400 to 4499
252 235 4581 to 4899
252 238 2299 to 2499
252 432 6988 to 6999
252 891 1159 to 1199
253 175 2670 to 2699
253 192 7311 to 7399
253 293 5931 to 5940
253 446 4033 to 4099
253 547 6013 to 6049
253 547 6054 to 6099
253 747 6924 to 6999
254 107 8590 to 8599
254 107 8913 to 8999
254 259 8867 to 8899
254 259 8951 to 9099
255 150 5300 to 5399
255 276 0949 to 0999
256 193 4000 to 5499
258 480 2600 to 2899
258 618 0254 to 0299
259 227 0000 to 1499
259 745 1300 to 1499
800 502 3000 to 3999
800 941 7900 to 7999
801 278 3600 to 3999
801 579 6056 to 6098
801 629 1900 to 1999
802 029 5199 to 8999
802 265 0575 to 1999
802 774 0000 to 4999

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Warning Notice—Unrecovered Stolen Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)
The following money orders are void and should not be cashed: (1) All card type orders. (2) New style orders 000,000,001—199,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, KIA OB1.
The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21236 article.

200,400,512 to 0,600
200,467,313 to 7,500
201,328,601 to 9,300
201,963,699 to 3,800
201,980,250 to 0,299
202,545,957 to 6,000
207,218,569 to 8,600
208,872,242 to 2,257
209,190,001 to 5,000
210,301,801 to 2,000
210,835,285 to 5,300
210,935,633 to 5,700
212,900,201 to 0,300
213,345,001 to 5,100
213,504,865 to 5,000
216,823,954 to 4,000
217,621,979 to 2,100
217,622,401 to 2,800
218,660,066 to 0,700
219,494,026 to 4,130
219,692,001 to 2,100
224,126,989 to 7,100
226,781,246 to 1,400
226,073,655 to 3,700
227,129,004 to 9,400
227,564,701 to 4,800
229,000,595 to 0,600
229,083,686 to 3,700
229,428,120 to 8,300
230,004,990 to 5,200
230,143,701 to 4,000
231,387,001 to 7,500
234,067,232 to 7,300
235,833,783 to 3,800
237,386,845 to 7,000
238,758,669 to 8,730
239,162,130 to 2,200
239,863,796 to 3,870
239,864,826 to 4,900
240,362,301 to 2,600
241,535,801 to 6,000
242,545,470 to 5,800
242,917,801 to 8,000
243,920,027 to 0,100
244,343,084 to 3,100
244,583,557 to 3,600
245,740,589 to 0,600
245,767,347 to 7,400
247,636,179 to 6,200
247,649,190 to 9,200
247,760,081 to 0,100
250,442,960 to 3,000
252,160,301 to 0,393
252,494,635 to 4,700
253,094,279 to 4,400
253,181,800 to 1,900
253,641,268 to 1,300
254,680,851 to 0,900
259,412,918 to 2,954
261,707,201 to 7,400
261,766,701 to 6,800
262,740,206 to 0,300
263,414,901 to 5,800
264,474,080 to 4,300
266,472,561 to 2,860
268,746,401 to 6,500
270,677,679 to 7,696
272,291,501 to 1,600
274,450,824 to 0,900
274,873,716 to 4,100
275,288,303 to 8,700
278,286,361 to 6,400
278,737,201 to 7,300
278,846,365 to 6,600
282,204,343 to 4,700
282,909,819 to 9,900
284,943,445 to 3,500
285,397,992 to 8,400
286,837,601 to 7,900
288,349,047 to 9,500
288,657,574 to 7,600
291,853,923 to 3,969
295,946,650 to 6,661
296,077,001 to 7,053
296,077,201 to 7,300
297,173,660 to 3,900
297,213,342 to 3,500
297,444,801 to 5,500
297,700,501 to 0,700
298,072,101 to 2,600
299,902,655 to 2,700
305,253,101 to 3,600
306,165,495 to 5,500
306,698,463 to 8,500
306,933,345 to 3,400
307,200,601 to 1,000
307,806,061 to 6,100
310,917,957 to 8,100
310,956,020 to 6,200
311,577,901 to 8,100
311,994,658 to 4,700
314,162,132 to 2,200
315,105,301 to 5,500
315,788,118 to 8,140
317,630,301 to 0,400
321,087,737 to 7,800
321,272,306 to 2,400
321,489,229 to 9,300
322,180,820 to 1,000
323,294,360 to 4,400
323,296,838 to 6,856
323,297,695 to 7,730
323,485,231 to 5,240
323,997,101 to 7,400
326,023,246 to 3,300
328,436,401 to 6,500
331,892,798 to 3,000
332,069,432 to 9,500
336,646,801 to 7,300
336,661,265 to 1,500
336,825,701 to 7,000
336,909,925 to 0,000
337,395,212 to 5,300
338,038,706 to 8,800
338,891,701 to 2,200
339,519,801 to 9,900
339,735,184 to 5,200
340,711,001 to 3,000
341,462,701 to 2,900
343,703,708 to 3,900
343,760,901 to 1,000
343,945,919 to 5,940
344,536,201 to 6,400
344,821,230 to 1,297
344,854,601 to 4,700
345,299,801 to 9,900
345,986,501 to 6,600
347,238,201 to 8,300
347,975,946 to 5,959
348,086,296 to 6,300
348,190,501 to 0,900
349,779,757 to 9,800
351,452,949 to 3,000
351,490,001 to 0,600
353,461,741 to 1,800
355,360,601 to 1,000
357,010,401 to 0,500
357,339,409 to 9,455
358,180,401 to 0,600
359,269,750 to 9,790
359,547,122 to 7,150
359,790,481 to 0,540
359,791,901 to 1,920
359,994,676 to 4,700
361,201,906 to 2,100
374,988,860 to 8,880

UNITED STATES POSTAL SERVICE
WASHINGTON, D.C. 20260
OFFICIAL BUSINESS

PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE, $300

U.S.MAIL

FIRST CLASS

Schedule. The Postal Bulletin is published every Thursday by the Directives and Forms Division of the U.S. Postal Service, Washington, DC 20260.

Distribution. The Bulletin is received by all postal facilities.

Effective Period. Postal Bulletin articles are effective for six months unless otherwise specified.

Index. A quarterly index of Bulletin articles appears early in the months of January, April, July, and October.

Orders.
Public sale:
Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402
Single copy: 70 cents
Subscription: $35, $8.75 additional for foreign mailing
Postal facilities:
For one time orders, send Form 7380 to the Eastern Area Supply Center.
To change quantity received, send Form 1286 to the Directives and Forms Division, giving justification.

21242

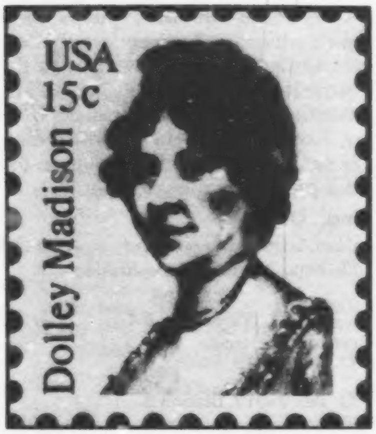
postal bulletin

PB 21242—April 24, 1980—24 Pages

15-Cent Dolley Madison Special Issue

Description. The 15-cent Dolley Madison special issue stamp will be first placed on sale at Washington, DC 20013, on May 20, 1980. Dolley Madison was a widely admired Washington hostess and wife of James Madison, fourth President of the United States.

Do Not Sell Before May 21, 1980



Copyright U.S. Postal Service 1980

Size: .54 x .66 inches.
Issued in sheets of 150.
Color: Brown.
Marginal markings: One plate number, ©United States Postal Service 1980, Use correct ZIP Code, and Mr. ZIP ®.
Designer: Esther Porter.

Minimum purchase requirements that apply to plate blocks and marginal inscriptions are being revised for this issue. Window clerks may not break panes to sell plate blocks and marginal inscriptions. However, for this issue only, they may detach from unbroken panes and sell the four horizontal rows of 15 stamps each (total 60 stamps) adjacent to the selvage bearing the plate number and the marginal inscriptions.

Collectors. First-day cover cancellations may be obtained by one of the following methods:

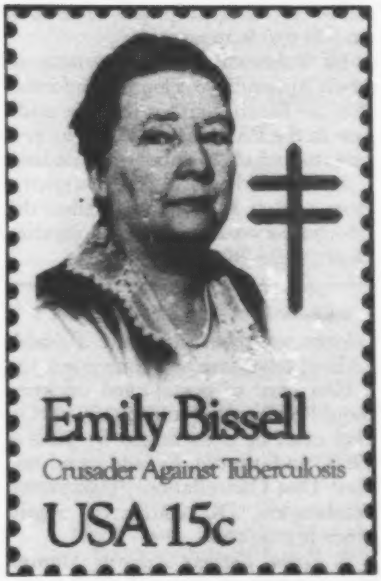
a. Customers Affixing Stamps. Customers are encouraged to purchase stamps at local post offices and affix them to their envelopes. All en-

Continued on p. 2 Col. 2

15-Cent Emily Bissell Commemorative Stamp

Description. The 15-cent Emily Bissell commemorative stamp will be first placed on sale at Wilmington, DE 19850, on May 31, 1980. Miss Bissell, a social and welfare leader, crusaded against tuberculosis and introduced Christmas seals into the United States to raise money for the treatment of tuberculosis.

Do Not Sell Before June 2, 1980



Copyright U.S. Postal Service 1980

Size: .84 x 1.42 inches.
Issued in sheets of 50.
Color: Black and red.
Marginal markings: One plate number. ©United States Postal Service 1980. Use correct ZIP Code, and Mr. ZIP.®
Designer: Stevan Dohanos.

Collectors. First-day cover cancellations may be obtained by one of the following methods:

a. Customers Affixing Stamps. Customers are encouraged to purchase stamps at local post offices and affix them to their envelopes. All envelopes must be addressed. Peelable address labels are recommended and a filler card of postal card thickness should be inserted in each cover. Orders must be postmarked by June 15, 1980

Continued on p. 2 Col. 1

NDC Calls

Effective immediately, Section 344.32 of Handbook F-1, *Financial Handbook for Post Offices,* covering criteria for NDC telephone calls, is amended as follows:

.32 Criteria Governing Calls

a. *CAG A through G Post Offices.* Call NDC when the amount of postal funds available for transfer is **$1,300** or more. EXCEPTION: on Thursdays, transfer amounts of **$650** or more.

b. *CAG H through L Post Offices.* Call NDC when the amount of postal funds available for transfer is **$650** or more. **CAG L** offices will also make call-ins as indicated below when funds do not accumulate to **$650** or more.

On the first Thursday of each accounting period all postal funds that have deposited to the individual bank account and carried as Cash in Bank, AIC 802.—*Finance Dept., 4–24–80.*

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P 1.3:

Bissell—*Continued from p. 1 Col. 2*

and should be addressed to: First Day Cancellations, Postmaster, Wilmington, DE 19850. No remittance is required.

b. Postal Service Affixing Stamps. Request first-day cancellations from: Emily Bissell Stamp, Postmaster, Wilmington, DE 19850 (see POM 244.53). Requests must be postmarked no later than June 15, 1980. Remittance is required for the face value of each stamp.

Selected United States mint stamps will be available at the Philatelic Sales Branch, Washington, DC 20265 beginning June 2, 1980.

Supply. All post offices under the automatic distribution system will receive an initial supply of this stamps. However, because of production difficulties at the Bureau of Engraving and Printing, some post offices will receive less than the normal distribution quantities automatically furnished on a 50-subject commemorative. **No supplemental bulk requisitions will be honored at the Bureau of Engraving and Printing for item 481.**

All post offices requiring additional stamps in less than bulk quantities, requisition on separate Form 17, *Stamp Requisition,* from stamp distribution office.

Panels. A limited number of 8½ by 11¼-inch commemorative series stamp panels will only be available through mail order from the Philatelic Sales Branch, Washington, DC 20265. The panels are printed on heavy art paper suitable for mounting.—*Customer Services Dept., 4–24–80.*

International Mail—Australia

The Australian postal administration has announced that effective immediately, items containing radioactive materials are prohibited importation into Australia.

In Publication 42, *International Mail,* Appendix B, Country Information for Australia, PARCEL POST, make the following write-in changes: Under *Prohibitions* add, "Radioactive materials"; under *Importation Restrictions,* delete reference to radioactive materials.

A future revision to the INTERNATIONAL MAIL MANUAL will reflect this information.—*Rates & Classification Dept., 4–24–80.*

International Mail—Brazil

The postal service of Brazil has announced the following regulations prescribed by its National Health Supervision Service for importation of medical products into that country.

Parcels containing medicines must be accompanied by a prescription from the attendant Brazilian doctor in order to be cleared by customs. The prescription form should bear the doctor's name, private or office address, and registration number with the National Medical Council and a Portuguese translation of the instructions. Since Brazilian laws do not permit the partial customs clearance of an item, parcels containing medicines that do not satisfy the foregoing conditions will be returned to the sender or, if appropriate, treated as undeliverable items.

In Publication 42, *International Mail,* Appendix B, Country Information for Brazil, make a write-in addition to the PARCEL POST *Observations* to include the above regulations.

A future issue of the INTERNATIONAL MAIL MANUAL will reflect this information.—*Rates & Classification Dept., 4–24–80.*

Madison—*Continued from p. 1 Col. 1*

velopes must be addressed. Peelable address labels are recommended and a filler card of postal card thickness should be inserted in each cover. Orders must be postmarked by June 4, 1980, and should be addressed to: First Day Cancellations, Postmaster, Washington, DC 20013. No remittance is required.

b. Postal Service Affixing Stamps. Request first-day cancellations from: Dolley Madison Stamp, Postmaster, Washington, DC 20013 (see POM 244.53). Requests must be postmarked no later than June 4, 1980. Remittance is required for the face value of each stamp.

Selected United States mint stamps will be available at the Philatelic Sales Branch, Washington, DC 20265 beginning May 20, 1980.

Supply. All post offices under the automatic distribution system will receive an initial supply of this stamp. The initial supply shipped directly from the Bureau of Engraving and Printing is based on the quantity distributed on a 50-subject commemorative rounded up to the following ordering level: 15,000; 30,000; 45,000; 60,000; 75,000; 150,000; 225,000; 300,000; 375,000; and multiples of 375,000.

Post offices with 950 or more revenue units requiring additional bulk quantities: immediately requisition on Form 3356, *Stamp Requisition—Bulk Quantities,* from the Bureau of Engraving and Printing, using item **528**, in the ordering quantities listed above.

All post offices requiring additional stamps in less than bulk quantities, requisition on separate Form 17, *Stamp Requisition,* from stamp distribution office.—*Customer Services Dept., 4–24–80.*

All Personnel Processing Mail For Dispatch Abroad

Foreign Order Notice 5

Keep all foreign order notices for use as reference.

A tentative *lottery order* has been issued against:

IRELAND

Monkstown, Co. Dublin

Lillie Molloy
54 Abbey Road

Drimnagh, Dublin 12

Josephine Clarke
43 Slievebloom Park
Elsie O'Brien
43 Slievebloom Park

Mountmellick, Co. Laois

Miss Ruth Burke
Derryhill

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to the Postmaster of New York, NY 10001, Attention: Mail Classification Center, Room 3220, General Post Office. Do not place any endorsement on the mail pieces themselves.

Final Orders

Tentative *lottery orders* against the following have become final:

CANADA

Vancouver, B.C.

Granada of Canada
P.O. Box 76919, Station S
and
P.O. Box 76919, Station S
Mr. L. Mar
Service Representative
Box 76730, Station S

IRELAND

Dublin 14

Verna Cassidy
20 Marley Close

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all SCFs and designated International Exchange Offices.—*Judicial Officer, 4–24–80.*

International Mail—British Virgin Islands

Post offices in the United States Virgin Islands continue to receive mail bearing postage paid at domestic rates, and with United States ZIP Codes, intended for addresses in the British Virgin Islands.

Remind customers that domestic postage rates and ZIP Codes apply to items addressed to the United States Virgin Islands; *international* postage rates and addressing requirements specified in Publication 42, *International Mail,* apply to items addressed to the *British* Virgin Islands. The United States and the British Virgin Islands are:

United States Virgin Islands (VI)

Post office and county:	*ZIP code*
Charlotte Amalie, Saint Thomas, G C (Kronprindsens Gade S x)	00801
Christiansted, Saint Croix, C (Downtown S x G, Sunny Isle S)	00820
Cruz Bay, Saint John	00830
Downtown, S x G Christiansted	00820
Frederiksted, Saint Croix, C	00840
Kingshill, Saint Croix	00850
Kronprindsens Gade, S x Charlotte Amalie	00801
Sunny Isle, S Christiansted	00820

British Virgin Islands

Tortola
Virgin Gorda

Improper addressing and insufficient postage payment on items intended for addresses in the British Virgin Islands result in mail processing and delivery delays.

Items for addresses in the British Virgin Islands which are deficient in postage are to be handled in accordance with established short-paid international mail procedures.—*Rates & Classification Dept., 4–24–80.*

Lobby Display Schedule for May

Displays in All Post Office Lobbies—All Classified Units

Posters, notices and signs mandatory for display in post office lobbies are listed in the POM 221.522. Other mandatory posters are listed below.

Title	*Issued*
Poster 74, *Packaging Pointers*	September 1978.
Notice (unnumbered) announcing implementation of Letter Mail Dimensional Standards and surcharge on July 15	May 1979.
Your Federal Lawmakers	August 1979.

Rotating Displays—All Classified Units (CAG A–G Offices)

The March schedule of lobby poster displays for post offices with 950 or more revenue units is listed in priority order below:

A=first priority, following mandatory displays; B=second priority, etc.

Priority	*Title*	*Poster No.*	*Post*	*Remove*
B	Winter Olympics Souvenir Folder	425	January 25	Continuous display.
A	6th Ed., Stamps & Stories	415	Continuous display.	
A	1979 Mint Set	422	do	
A	Address the '80's	65	On receipt	June 13.
B	The Dollar of the Future		Continuous display.	
A	Frances Perkins		April 3	May 9.
A	International Express Mail		On receipt	May 31.
A	Collect the Spirit of America		May 19	June 2.
A	Moving?		April 1	September 29.
	For lobbies in the Express Mail Next Day Service network which have the dispatching Exchange office on their Next Day networks)			

Specialized Program Displays

Using the same priority system, main post offices and classified stations and branches designated to offer specific service or participate in specialized programs will display the following items until notice is given to replace or remove them:

A	Clear Plastic Screenline Displays: '79 Mint Set; 6th Ed. Stamps & Stories; Collecting Kits; 1980 ZIP Code Directory; Collect the Spirit of America.
A	Poster 31–A (Feb. 1977) or 31–E (May 1978)—Spanish language editions of Posters 31–A & B available as 31–G & D respectively.

—*Delivery Services Dept., 4–24–80.*

Certificate of Medical Examination

The April 1979 revision of Form 2485, *Certificate of Medical Examination,* is now available for distribution at the Eastern and Western Area Supply Centers.

Requisition the form from your area supply center immediately, using established procedures. Upon receipt of the revised form, destroy all stock of the June 1978 edition. This form has been modified to meet new functional requirements and comply with the pre-employment medical provisions outlined in POSTAL BULLETIN 21235 (3–6–80).

The first sheet of Form 2485 (front and back) may be included in an employee's personnel folder. All other pages contain restricted medical information and must be filed with medical records (see Employee and Labor Relations Manual 314.3).

Correction: In Section C of Form 2485, the handicap code to be circled is in Item 3 and not 2, as indicated.—*Employee Relations Dept., 4–24–80.*

DMM Revision

MERCHANDISE RETURN SERVICE

A new special service called *Merchandise Return Service* is implemented effective April 27, 1980, on a temporary basis. The Postal Service filed a request for a recommended decision on such a special service with the Postal Rate Commission on August 13, 1979. On January 7, 1980, a settlement proposal recommending a modified merchandise return service was filed with the Postal Rate Commission. Since the Postal Rate Commission has not transmitted a recommended decision to the Governors of the Postal Service within 90 days after the submission of the settlement proposal, the Postal Service has decided to implement the settlement proposal on a temporary basis under the authority of 39 U.S.C. Section 3641(*e*).

Merchandise return service provides a method whereby a shipper (or distributor) of a parcel may authorize a recipient (or addressee) to return the parcel and have the return postage paid by the original shipper. Merchandise return service will be available to any individual or organization who obtains the necessary permit (see page 5 of this BULLETIN) from the Postal Service. Parcels may be returned as third-class, fourth-class, or First-Class Mail at the request of the permit holder and may be entered at a post office or at a place designated by the postmaster for receipt of parcels.

There is an annual merchandise return permit fee of $30 which must be paid by the permit holder at each post office to which parcels are to be returned. This fee must be paid by users of the service once each calendar year. There is a 20-cent fee charged, in addition to postage charges, for each parcel returned under this service.

Merchandise return service is initiated by the permit holder when a merchandise return label is furnished to the recipient of a parcel. There are two types of merchandise return labels. The first of these types, which requires a two-part card, must be used with all zone-rated matter. The two-part card (see page 6 of this BULLETIN) may also be used with non-zone-rated matter at the option of the permit holder. One part is affixed to the parcel; the other part is detached by a postal employee and sent separately as First-Class Mail. The separated card is returned to the postage due unit of the post office where the permit is held. This part, which is in essence a form filed with the Postal Service, is evidence of the mailing of a parcel under the merchandise return service and ensures that proper billing will be made to the permit holder.

The second type of label requires only a one-part card (see page 7 of this BULLETIN) and may be used only with non-zone-rated matter. It is affixed to the parcel, and the parcel is sent back to the permit holder through the post office where the permit is held. The information on the label will be noted by the postage due unit of the destination post office and the parcel will be delivered to the permit holder. This one-part label, which is in essence a form filed with the Postal Service, is evidence of the mailing of a parcel under the merchandise return service and ensures that proper billing will be made to the permit holder.

Permit holders are not obligated by any postal requirement to provide merchandise return service to their customers. Insured mail service may be obtained in conjunction with merchandise return service only when requested by the permit holder through a proper endorsement printed on the label. Persons returning parcels under the merchandise return service cannot obtain insured mail service even if the permit holder has not done so. However, a recipient may obtain a certificate of mailing at his own expense at the time of mailing. No other special services may be used by the recipient or permit holder with merchandise return service.

In order to implement merchandise return service, internal Postal Service operating instructions and a new section 919, Domestic Mail Manual, are adopted, effective April 27, 1980.

Operating Instructions

I. Two-Part Label Procedure

A. At acceptance post office. When a parcel is presented for merchandise return service under the two-part label procedure, the accepting employee will:

1. Accept the parcel and verify the completeness of the return label.

2. Check to see if *Insurance Service Requested* is preprinted on the label.

3. Check for the class of mail endorsement by the permit holder.

4. Compute the postage and fees for the parcel, following all normal procedures required for insured mail service if requested, and apply any required endorsements or labels to the parcel.

5. Record the postage and verify the insurance fee, if applicable, in the spaces provided on the portion of the label to be affixed or attached to the parcel.

6. Total the postage and fees, including the merchandise return fee, and place the total on the portion of the label to be affixed to the parcel and on the portion of the label to be sent to the postage due unit of the permit holder's post office in the spaces provided for this purpose.

7. Postmark each portion of the label in the space directly above the merchandise return legend.

8. Separate the two portions of the label, affixing the portion addressed to the permit holder to the parcel (if this has not been done by the person entering the parcel). The parcel is then entered into the mails to be handled as First-Class Mail, third-class mail, or fourth-class mail as appropriate. The portion of the label addressed to the postage due unit of the permit holder's post office is handled as First-Class Mail. This portion will serve as a billing form filed with the Postal Service.

B. At delivery post office postage due unit. When the part of a merchandise return label addressed to a postage due unit is received at that unit, the unit will:

1. Separate labels by permit holder.

2. Compute the total postage and fees to be collected from each permit holder.

3. Affix postage due stamps or meter stamps for the amount due to the top label on each firm package or to a Form 3582–A, *Postage Due Bill.* (Form 3582–C, *Postage Due Invoice,* may be used where warranted.)

4. Withdraw the amount due from the permit holder's advance deposit account. An advance deposit account is mandatory (see DMM 919.34).

5. Place merchandise return labels with canceled postage due stamps, bill, or invoice in a penalty envelope and address it for delivery to the permit holder's address shown on the permit. Merchandise return cards re-

ceived at postage due units must be sent to permit holders on a timely basis.

C. ***Revenue protection.*** Mail processing facilities must be careful to ensure that merchandise return labels addressed to postage due units are not misrouted. Although these items conform to all standards applicable to post cards, they represent a far heavier revenue amount than is normally associated with such items.

II. One-Part Label Procedure

A. ***At acceptance post office.*** When a parcel is presented for merchandise return service under the one-part label procedure, the accepting employee will:

1. Accept the parcel and verify the completeness of the label.

2. Check to see if *Insurance Service Requested* is preprinted on the label.

3. Verify that the parcel qualifies for a non-zoned rate. If it does, postmark the label in the space directly above the merchandise return legend. Then enter the parcel into the mail. If it does not qualify for a non-zoned rate, return the parcel to the sender with the explanation that since the parcel must be sent at a zone rate it cannot be returned to the permit holder with the single label and that only the two-part label may be used

U.S. POSTAL SERVICE

MERCHANDISE RETURN PERMIT APPLICATION

Application is made to use merchandise return service for return of parcels without prepayment of postage and fees under DMM 919. All postage and fees will be paid by the permit holder on all pieces returned under this privilege. Applicant agrees to prepare merchandise return labels in accordance with DMM 919.4 or 919.5, and understands that failure to conform with those requirements may be considered basis for cancellation of this permit. The annual merchandise return permit fee must accompany this request.

NAME AND ADDRESS OF APPLICANT (Print or type) ▶	NAME		TELEPHONE NO.
	STREET	CITY AND STATE	ZIP CODE
POST OFFICE TO WHICH SUBMITTED *(City, State and ZIP Code)*	SIGNATURE AND TITLE OF APPLICANT		DATE

TO BE COMPLETED BY POSTMASTER

☐ APPLICATION APPROVED	☐ APPLICATION DENIED	DATE
PERMIT NUMBER	REASON FOR DENIAL:	
DATE OF ISSUANCE		

PS Form 3625
Apr. 1980

POSTMASTER: Retain application in your file. After application has been approved, deliver authorization to permit holder.

U.S. POSTAL SERVICE

MERCHANDISE RETURN PERMIT

PERMIT NUMBER	DATE OF ISSUANCE	DATE OF EXPIRATION	SIGNATURE OF POSTMASTER

You are authorized to use merchandise return service under the provisions of DMM 919. Your permit number must be shown on each part of each label. Please notify this office of any change of name, address or abandonment of permit. Only mail properly prepared in the format described in DMM 919.4 or 919.5 will be accepted.

Enter name of permit holder, street address, city, state and ZIP Code.	POST OFFICE, State and Zip Code

DETACHED FROM PS FORM 3625, Apr. 1980

Exhibit 919.2 Illustration of merchandise return permit and application form

with zone rated matter. Offer the sender the option of removing the label and entering the parcel at his own expense at the applicable rate. Alternatively, ask the sender to notify the permit holder to send a two-part label so that the parcel may be sent under merchandise return service.

B. At delivery post office postage due unit. When the parcel is received at the postage due unit, the postage due unit will:

1. Compute the total postage and fees, including the merchandise return fee, to be collected from the permit holder.
2. Affix postage due stamps or meter stamps for the amount due to the address side of the parcel (or to a Form 3582–A, *Postage Due Bill,* or Form 3582–C, *Postage Due Invoice,* which may be used where warranted).
3. Withdraw the amount due from the permit holder's postage due advance deposit account. (An advance deposit account is mandatory (see DMM 919.34).)
4. Dispatch the parcel for delivery to the permit holder.

III. Special Services

Insured mail service may be used in conjunction with merchandise return service, but only when requested by the permit holder through a printed endorsement on the merchandise return label. Recipients returning parcels to permit holders under merchandise return service may purchase certificate of mailing service separately. No other special services may be obtained by either permit holders or recipients returning parcels in conjunction with merchandise return service.

919 MERCHANDISE RETURN

919.1 DESCRIPTION

.11 GENERAL. Merchandise return service provides a method whereby a merchandise return permit holder may authorize individuals and organizations to send parcels to the permit holder and have the return postage and fees paid by the permit holder.

.12 PARCEL ELIGIBILITY. Merchandise return service is available for First-Class Mail, and third- and fourth-class mail.

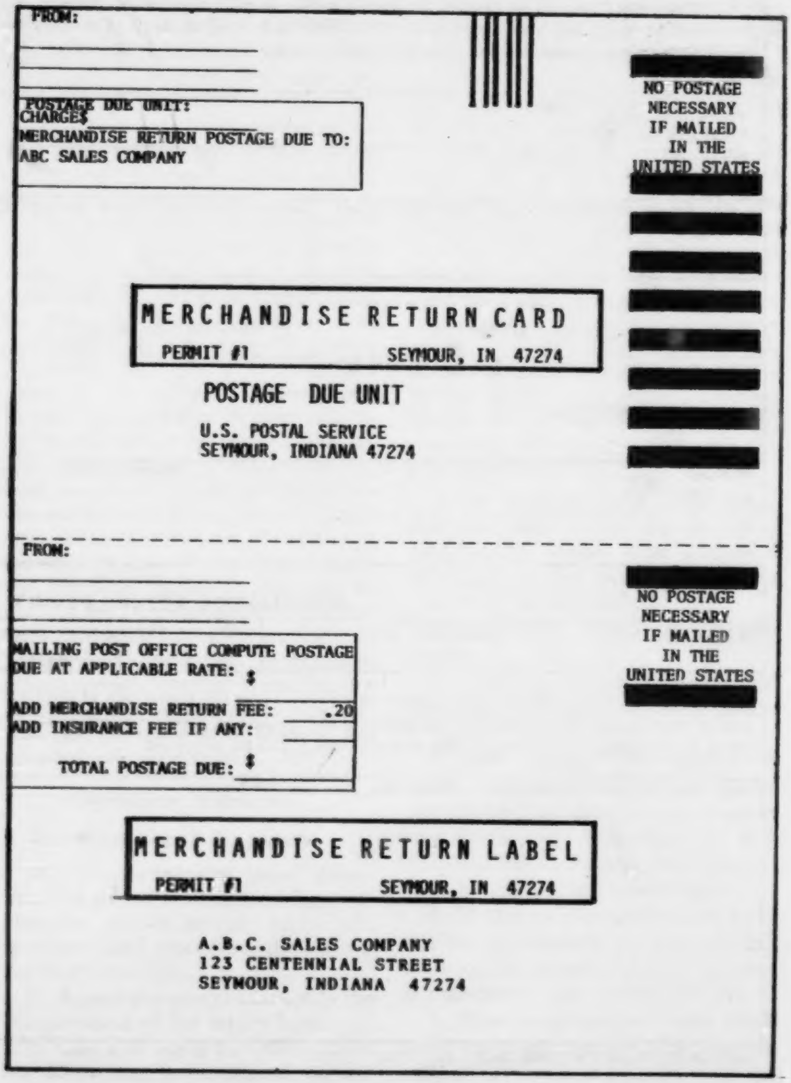
.13 DELIVERY OF A PARCEL SENT UNDER TWO-PART LABEL PROCEDURE. A zone rated or other parcel bearing a merchandise return label sent under the two-part label procedure will not be sent to postage due units but will be returned to the permit holder through the regular distribution and delivery system as any other parcel.

.14 DELIVERY OF A PARCEL SENT UNDER ONE-PART LABEL PROCEDURE. A non-zone rated parcel bearing a merchandise return label sent under the one-part label procedure will be sent to postage due units for determination of postage and fees before delivery.

919.2 MERCHANDISE RETURN PERMIT

.21 GENERAL. A permit to use merchandise return service is required at each post office where parcels will be returned. An application on Form 3625, *Merchandise Return Permit Application,* must be submitted at each post office where the mail will be returned. On receipt of the application, the postmaster will complete the permit portion of the form and deliver it to the applicant. A permit is valid for one year.

.22 CANCELLATION OF PERMIT. A permit may be cancelled by the Postal Service for failure to main-



FROM:

POSTAGE DUE UNIT:
CHARGE$
MERCHANDISE RETURN POSTAGE DUE TO:
ABC SALES COMPANY

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

MERCHANDISE RETURN CARD
PERMIT #1 SEYMOUR, IN 47274

POSTAGE DUE UNIT

U.S. POSTAL SERVICE
SEYMOUR, INDIANA 47274

FROM:

MAILING POST OFFICE COMPUTE POSTAGE DUE AT APPLICABLE RATE: $

ADD MERCHANDISE RETURN FEE: .20
ADD INSURANCE FEE IF ANY:

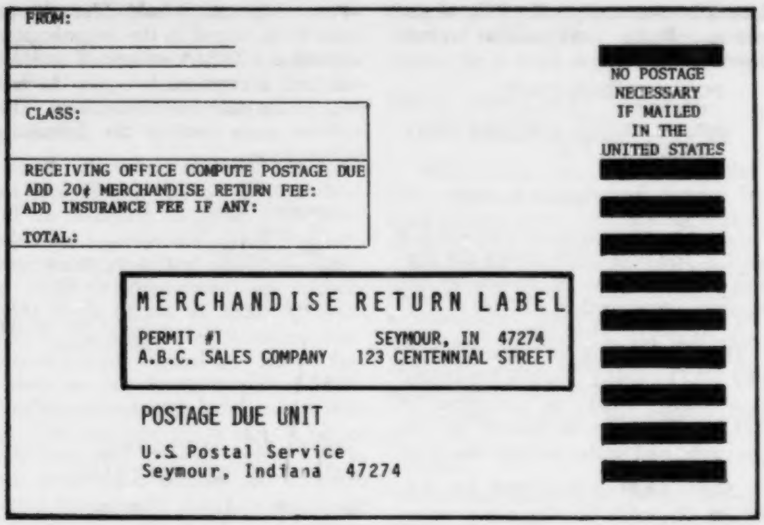
TOTAL POSTAGE DUE: $

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

MERCHANDISE RETURN LABEL
PERMIT #1 SEYMOUR, IN 47274

A.B.C. SALES COMPANY
123 CENTENNIAL STREET
SEYMOUR, INDIANA 47274

Exhibit 919.6a Two-part merchandise return label (not actual size)



FROM:

CLASS:

RECEIVING OFFICE COMPUTE POSTAGE DUE
ADD 20¢ MERCHANDISE RETURN FEE:
ADD INSURANCE FEE IF ANY:

TOTAL:

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

MERCHANDISE RETURN LABEL
PERMIT #1 SEYMOUR, IN 47274
A.B.C. SALES COMPANY 123 CENTENNIAL STREET

POSTAGE DUE UNIT

U.S. Postal Service
Seymour, Indiana 47274

Exhibit 919.6b Illustration of merchandise return permit and application form

tain sufficient funds in an advance deposit account to cover postage and fees on returned parcels, for distributing a merchandise return label that does not conform to Postal Service specifications, or for other improper use. When a permit is cancelled, a parcel received by the Postal Service bearing a merchandise return label authorized under that permit will be treated the same as matter not bearing postage (see 146 and 159).

919.3 POSTAGE AND FEES

.31 ANNUAL FEE. An annual fee of $30 will be charged each calendar year for each permit issued.

.32 TRANSACTION FEE. The fee for each merchandise return service transaction is 20 cents per parcel. This fee is in addition to applicable postage and any insurance fee.

.33 PAYMENT OF POSTAGE

.331 RATE APPLICABLE. Postage at the applicable single-piece first-class, third-class, or fourth-class rate will be charged on each piece returned under merchandise return service.

.332 ADVANCE DEPOSIT ACCOUNT. Postage and fees must be paid through a postage due advance deposit account. A parcel will be returned under merchandise return service only when the permit holder has an advance deposit account with funds sufficient to pay applicable postage and fees. The permit holder may use the same advance deposit account for merchandise return service that he uses for other postage due mail (see 146.34).

919.4 FORMAT—ONE-PART LABEL PROCEDURE

.41 PHYSICAL REQUIREMENTS. Any photographic, mechanical, or electrical process or any combination of such processes, other than typewriting or handwriting, may be used to prepare the merchandise return label. The background may be any light color that allows the address, postmark, and other required endorsements to be readily discerned. Brilliant colors may not be used. The reverse of the label must bear an adhesive sufficient to bond the label to the parcel. The label must meet the addressing requirements in 122.

.42 REQUIRED FORMAT ELEMENTS

.421 PREPRINTED ENDORSEMENTS

a. The endorsement *No Postage Necessary if Mailed in the United States* must be printed in the upper right corner on the face of the label. The arrangement of the endorsement may vary, but it may extend no further than 1¾ inches from the right edge of the label.

b. The *Merchandise Return Label* legend must appear above the address and must be in capital letters at least 5/16 inches in height.

c. The words *Permit Number* followed by the permit number and the name of the issuing post office (city and state) must be shown in capital letters immediately below the merchandise return legend. This must be followed by the name and delivery address of the permit holder at that post office.

d. The following words and information must be shown in capital letters above and to the left of the center of the merchandise return legend:

(Line 1)	CLASS:
(Line 2)	RECEIVING OFFICE COMPUTE POSTAGE DUE. ADD 20¢ MERCHANDISE RETURN FEE

e. The address of the postage due unit at the post office where the permit is held must be shown in the manner prescribed in 919.43. Permit holders can have parcels returned only to post offices where they hold a merchandise return permit and have an advance deposit account for payment of postage due.

.422 REQUIRED MARKINGS. Horizontal bars as prescribed in 917.52b(1) must be placed on one-part labels. A Facing Identification Mark (FIM) as prescribed in 917.52b(2) is not required on this label.

.43 ADDRESSING OF MERCHANDISE RETURN LABELS. Space in the upper left corner of the label must be provided for the return address of the person who sends the matter to the permit holder. The merchandise return label must bear the address of the postage due unit of the post office where the permit is held. The address must be arranged in the manner prescribed in 122.2. A margin of at least one inch is required between the left edge of the piece and the address. The address must contain the following information:

(First line in capital letters at least 5/16 of an inch high)	Postage Due Unit
(Second line)	U.S. Postal Service
(Third line)	(Post Office, State and ZIP Code of the post office)

.44 CLASS OF MAIL ENDORSEMENT. If no endorsement of class of mailing appears, the parcel will be accepted at the applicable single-piece third-class or fourth-class parcel post rate according to weight. Parcels qualifying for special rate fourth-class or library rate (nonzoned rates) may be returned at those rates provided the appropriate identifying endorsement prescribed in 724.1, 725.1 or 763.1 is preprinted or rubber stamped in letters at least ¼ inch high immediately below the return address.

919.5 FORMAT—TWO-PART LABEL PROCEDURE

.51 PHYSICAL REQUIREMENTS. Any photographic, mechanical, or electrical process or any combination of such processes, other than typewriting or handwriting, may be used to prepare the merchandise return label. The background may be any light color that allows the address, postmark, and other required endorsements to be readily discerned. Brilliant colors may not be used. A perforation must be provided between the two parts extending fully across the label. The reverse of the part to be attached or affixed to the parcel must bear an adhesive sufficient to bond the label to the parcel. The part of the merchandise return label returned to the postage due unit must conform to all size standards established for post cards (see 322.2). The part attached to the parcel must meet the addressing requirements in 122.

.52 REQUIRED FORMAT ELEMENTS

.521 PART RETURNED TO POSTAGE DUE UNIT

a. *Preprinted Endorsement*

(1) The endorsement *No Postage Necessary if Mailed in the United States* must be printed in the upper right corner on the face of the part returned to the postage due unit. The arrangement of the endorsement may vary, but it may extend no further than 1¾ inches from the right edge of the part.

(2) The *Merchandise Return Card* legend must appear above the address and must be in capital letters at least 3/16 inches in height.

(3) The words *Permit Number* followed by the permit number and the name of the issuing post office (city and state) must be shown in capital letters immediately below the merchandise return legend.

(4) The following words and information must be shown in capital letters above and to the left of the center of the merchandise return legend:

POSTAGE DUE UNIT
CHARGE $__________
MERCHANDISE RETURN POSTAGE DUE TO:

____
(name of permit holder)

(5) The address of the postage due unit at the post office where the permit is held must be shown in the manner prescribed in 919.531.

b. *Required Markings*

Horizontal bars as prescribed in 917.52b(1) and a Facing Identification Mark (FIM) as prescribed in 917.52b(2) must be placed on the part returned to the postage due unit.

.522 PART ATTACHED OR AFFIXED TO PARCEL. On the part attached or affixed to the parcel:

a. The endorsement *No Postage Necessary if Mailed in the United States* must be printed in the upper right corner on the face of the part. The arrangement of the endorsement may vary, but it may extend no further than 1¾ inches from the right edge of the part.

b. The *Merchandise Return Label* legend must appear above the address and must be in capital letters at least 3/16 inch in height.

c. The words *Permit Number* followed by the permit number and the name of the issuing post office (city and state) must be shown in capital letters immediately below the *Merchandise Return Label* legend.

d. The following words and information must be shown in capital letters above and to the left of the center of the "Merchandise Return Label" legend:

MAILING POST OFFICE
COMPUTE POSTAGE DUE AT APPLICABLE RATE: ____

ADD MERCHANDISE RETURN FEE: .20

ADD INSURANCE FEE IF ANY: ____

TOTAL POSTAGE DUE: $____

e. The address of the permit holder at the post office where the permit is held must be shown in the manner prescribed in 919.532.

.53 ADDRESSING OF MERCHANDISE RETURN LABELS

.531 The part of the merchandise return label returned to the postage due unit must bear the address of the postage due unit of the post office where the permit is held. The address must be arranged in the manner prescribed in 122.2. A margin of at least one inch is required between the left edge of the part and the address. The address must contain the following information:

(First line in capital letters at least 3/16 of an inch high)	POSTAGE DUE UNIT
(Second line)	U.S. POSTAL SERVICE
(Third line)	(City, State and ZIP Code of the post office)

.532 The part of the merchandise return label attached or affixed to the parcel must bear the address of the permit holder. The arrangement of the address must meet the provisions of 122.2. The permit holder's address must conform to the following:

(Top line)	(Permit holder's name)
(Optional second line)	(ATTN: ________)
(Next to last line)	(Permit holder's street or box number address)
(Bottom line)	(Post office where permit is held, State, and ZIP Code of the permit holder)

Note: Both the part returned to the postage due unit and the part attached or affixed to the parcel must be preaddressed with the same destination post office name in the "city" portion of the address. Consequently, permit holders can have parcels returned only to the post offices where they hold a merchandise return permit and have an advance deposit account for payment of postage due.

.533 Space in the upper left corner of each part must be provided for the return address of the sender of the parcel.

.54 CLASS OF MAIL ENDORSEMENT

.541 If no endorsement of class of mail appears the parcel will be accepted at the applicable single piece third-class or fourth-class parcel post rate according to weight.

.542 Parcels will be returned as First-Class Mail if the permit holder endorses both portions of the label "First-Class". The endorsements must be in letters at least ¼ inch high and must be printed or rubber stamped to the left of the merchandise return legends and above the address on each part.

Note: First-Class Mail cannot be insured unless the contents contain third- or fourth-class matter and are so labeled.

.543 Parcels qualifying for special rate fourth-class or library rate will be returned at those rates provided the appropriate identifying endorsement prescribed in 724.1, 725.1 or 763.1 is preprinted or rubber stamped in letters at least ¼ inch high to the left of the "Merchandise Return Label" legend and above the address on the part of the label to be affixed to the parcel.

919.6 ILLUSTRATION OF MERCHANDISE RETURN LABELS

Permit holders' requirements and capabilities for labels may vary. The following examples are suggested as ones which would meet all address and endorsement requirements: (*Note:* one example is for a two-part label and one example is for a one-part label).

919.7 DISTRIBUTION

.71 GENERAL. Merchandise return labels may be distributed:

a. In any quantity for return to any post office in the United States and its territories and possessions, including military post offices overseas where a merchandise return permit is held. They should not be sent to any foreign country.

b. In any manner except by depositing in receptacles provided by customers for receipt of mail.

.72 INSTRUCTIONS TO BE PROVIDED BY PERMIT HOLDER. The permit holder must provide written instructions notifying the customer of the provisions of 919.81 (Mailing With One-Part Label) or 919.82 (Mailing With Two-Part Label). These instructions may be printed on a detachable portion of the label or a separate piece sent with the label.

919.8 MAILING

.81 MAILING WITH ONE-PART LABEL. Parcels mailed under the one-part label procedure may be mailed at a post office, at a place designated by the postmaster for receipt of mail, or in any mail deposit receptable.

.82 MAILING WITH TWO-PART LABEL. Parcels mailed under the two-part label procedure must be mailed at a post office or at a place designated by the postmaster for receipt of mail. They must not be placed in a mail deposit receptable.

919.9 ANCILLARY SERVICES

.91 INSURED MAIL SERVICE

.911 Only the permit holder may obtain insured mail service in conjunction with merchandise return service. The recipient may not obtain insured mail service. To request insured mail service, the permit holder must place the following endorsement and information on the merchandise return label part to be attached or affixed to the parcel:

Insurance Desired by Shipper for
$________
(value)

The endorsement must be printed or rubber stamped to the left and above the *Merchandise Return Label* legend and below the return address. The permit holder must indicate the specific dollar amount of insurance applicable to the parcel.

Note: First-Class Mail cannot be insured unless the parcel contains third- or fourth-class matter and is so labeled.

.912 When a merchandise return article is presented at a post office for return to the permit holder, the accepting Postal Service employee will take the following actions if the return label is endorsed with the *Insurance Desired by Shipper* endorsement:

a. Look at the endorsement to see how much insurance is desired by the permit holder and enter the appropriate insurance fee for the coverage desired on the mailing label on the *Add Insurance Fee If Any* line.

b. If the article is to be insured for $15.00 or less, stamp the article *Insured,* complete a Form 3813, *Receipt for Domestic Insured Parcel,* and give the receipt to the recipient, and instruct the recipient to keep the receipt as evidence of mailing the insured article.

c. If the article is to be insured for more than $15.00, complete a Form 3813-P, *Receipt for Insured Mail, Domestic-International,* affix the insured label with the insurance number on it to the article, give the receipt portion of the Form 3813-P to the recipient, and instruct the recipient to keep the receipt as evidence of mailing the insured article.

.913 When numbered insured merchandise return articles are delivered, the delivering Postal Service employee will obtain a delivery receipt for the articles on Form 3849-A, *Delivery Notice or Receipt,* or Form 3849-B, *Delivery Reminder or Receipt,* or Form 3883, *Firm Delivery Book—Registered, Certified and Numbered Insured Mail.*

.92 CERTIFICATE OF MAILING. The recipient mailing a merchandise return article may obtain a certificate of mailing at his own expense at the time of mailing. No other special service may be obtained by the recipient.—*Rates & Classification Dept., 4-24-80.*

Uniform Allowance Program—Baseball Caps

In response to a number of inquiries, the baseball cap is not authorized for wear by postal employees while on duty, and cannot be certified for payment under the Uniform Allowance Program. The Postal Service has not authorized any one to sell a baseball cap bearing the trademarked USPS Emblem. Instances of firms offering such caps for sale should be reported to the Postal Inspection Service for investigation.—*Labor Relations Dept., 4-24-80.*

Vehicle Time Record

Present regulations require that vehicle use, including beginning and ending odometer readings for each run or route each day, be documented on Form 4570, *Vehicle Time Record,* in non-PSDS offices. Effective immediately, Form 4570 is also required for use in PSDS offices. Calculation of daily and accounting period vehicle hours is not required for vehicles assigned to PSDS, since this information is generated automatically.

Additionally, carrier and vehicle supervisors will:

1. Assure the authorized run or route miles are inserted in the header space on side 2 of the 4570 beside the description of ownership category.
2. Review Forms 4570 each day to be sure mileages do not exceed those authorized for the run or route recorded. Authorized deviations must be noted on Form 4570.

A future transmittal letter to Handbook M-52, *Fleet Management,* will incorporate these changes into Section 213.—*Delivery Services Dept., 4-24-80.*

DMM Revision

Third-Class Carrier Route Presort

On November 28, 1979, the Postal Rate Commission issued an opinion and recommended decision on the USPS proposal to establish a third-class carrier route presort sub-class. On December 4, 1979, pursuant to section 3625(d) of the Postal Reorganization Act, the Governors of the Postal Service rejected the Commission's recommended decision and the Postal Service resubmitted its request to the Commission for reconsideration. The Postal Rate Commission issued a reconsidered recommended decision of the proposal on March 24, 1980.

On April 20, 1980, the Governors rejected the Commission's reconsidered recommended decision and adopted a compromise settlement of the carrier route presort proposal which was implemented on a temporary basis on January 28, 1979. The Board of Governors ordered the decision to be implemented effective 12:01 A.M., April 23, 1980. A summary of the highlights of changes to the regulations follows:

1. A three-level-rate structure has been established for both regular rate and nonprofit rate third-class bulk mail. The three presort levels are *Carrier Route, Five-Digit,* and *All Other.* At this time separate rates have not been established for qualifying *Five-Digit* mail and *All Other* mail.

2. No rates are increased. Current bulk rates for non-carrier-route mailings remain in effect.

3. Qualifying regular rates pieces presorted to carrier routes will receive a rate reduction, both for the per pound rate and the minimum per piece rate, of 1.7 cents per piece. The former reduction was 1.5 cents per piece.

Qualifying nonprofit rate pieces presorted to carrier routes will also receive a rate reduction of the per pound and minimum per piece rate. The reduction is 0.1 cent per piece.

4. Carrier route mailings must contain at least 200 pieces (formerly 2000 pieces) or 50 pounds of qualifying carrier route presorted mail. There must be at least 10 pieces to a route in order to qualify for the carrier route presort rates. Size limitations published in POSTAL BULLETIN 21236 (3-13-80) continue to apply.

5. Mailings other than carrier route presort mailings must be presorted in accordance with new 667 of the DOMESTIC MAIL MANUAL (DMM), published in POSTAL BULLETIN 21214 (10-18-79).

6. All bulk mailings must bear the endorsement *Bulk Rate* or *Blk-Rt;* or *Nonprofit Organization* or *Nonprofit Org.,* as appropriate. In addition, pieces qualifying for the carrier route presort rate must also bear the appropriate carrier route presort endorsement.

7. Mailers must submit separate mailing statements for carrier route mailings. The items in the chart on page 11 are highlights of the changes.

Until July 6, 1980, applications for refunds may be approved for the 0.2 cents difference between the old temporary carrier route rate and the new carrier route rate. Such refunds are only authorized for the qualifying pieces in metered mailings which have already been prepared using the old rate but which are mailed after 12:01 A.M., April 23, 1980.

Also, until July 6, 1980, post offices will continue to accept carrier route presort mailings which have been prepared in accordance with the temporary implementation procedures. Absence of the bulk rate endorsement will not disqualify such mailings during this period.

Except for the items above, previously issued instructions regarding third-class carrier route presort mail are to be followed until further notice.—*Rates & Classification Dept., 4-24-80.*

International First Flight Cachet

On May 23, 1980, Capitol International Airways will begin first flight service between New York, N.Y., and Frankfurt, Germany.

Official cachet and philatelic treatment are authorized as outlined in POSTAL OPERATIONS MANUAL 244.63.

To prepare and send covers for official philatelic treatment for this service, observe the following procedures:

1. Address all covers.

2. Applicable rate of postage per cover is 31 cents per half ounce.

3. Allow a clear space, 2½ by 2½ inches, on the lower portion of the envelope and to the left of the address, for the cachet.

4. Provide an additional clear space of 1½ inches to the left of the inner most stamp to permit a clear postmark.

5. Include in each envelope a uniform enclosure of the approximate thickness of a postal card to assure a good impression.

6. Enclose the prepared covers in another envelope and address as follows:

Cachets to be applied by	*Send Covers to*
New York City Post Office	Postmaster General Post Office New York, NY 10001
United Nations Post Office	Superintendent United Nations Post Office Room 1-B26 United Nations Headquarters New York, NY 10017
Kennedy International Airport Mail Facility	Philatelic Mail Clerk Airport Mail Facility Kennedy International Airport Jamaica, NY 11430

Covers sent through the United Nations Post Office must bear U.N. (not United States postage).

7. Endorse the lower left corner of the outer envelope containing the covers with the words *First Flight Covers* for easy identification.

8. Mail the covers to reach the office applying the cachet no later than three days before the scheduled date of the flight.

9. Aerogrammes and postal cards will not be accepted.

Covers bearing previous postmarks and those not prepared as instructed above will not receive cachets or cancellations.

There will be a limit of 50 covers per customer.—*Customer Services Dept., 4-24-80.*

Exhibit 611.2

TYPE OF MAIL MATTER	REGULAR RATES		SPECIAL RATES FOR AUTHORIZED NONPROFIT ORGANIZATIONS ONLY (SEE 623)	
	Per Pound or Fraction	Minimum Rate Per Piece	Per Pound or Fraction	Minimum Rate Per Piece
.21 Books and catalogs having 24 or more bound pages with at least 22 printed, and seeds, cuttings, bulbs, roots, scions, and plants.				
Presort Level:				
Carrier Route	36¢ minus 1.7¢ per piece	6.7¢	16¢ minus 0.1¢ per piece	3.0¢
Five Digit	36¢	8.4¢	16¢	3.1¢
All Other	36¢	8.4¢	16¢	3.1¢
.22 All matter (except items in .21 above) not included in first- or second-class.				
Presort Level:				
Carrier Route	41¢ minus 1.7¢ per piece	6.7¢	19¢ minus 0.1¢ per piece	3.0¢
Five Digit	41¢	8.4¢	19¢	3.1¢
All Other	41¢	8.4¢	19¢	3.1¢

EXCEPTION: When the postage computed at the bulk third-class rate is higher than a fourth-class rate -- for which the matter and the mailing could qualify except for weight -- the fourth-class rate may be paid without the necessity of adding needless additional weight.

For Example: A catalog weighing less than 1 pound - which meets all prescribed requirements, other than weight, of fourth-class bound printed matter - may be mailed at the fourth-class bound printed matter rate.

All other requirements of bulk third-class remain applicable.

Uniform Allowance Program—Paying Vendors

We are again receiving numerous complaints from uniform vendors concerning delay in receipt of payment for items of uniform apparel purchased by postal employees.

Employees must submit the licensed vendor's original invoice, or a true copy, to their postmaster or installation head within 10 working days after receipt of authorized uniform items. If an employee has an invoice on hand which is in excess of the 10-day period, it should still be submitted and accepted by the postmaster for processing for payment.

Postmasters and installation heads are requested to handle the processing of invoices for payment promptly. Many vendors have to borrow the money to cover their accounts receivables and with interest rates continually rising, delays in payment can be costly. These costs are ultimately reflected in the price employees have to pay for uniform items.

Each employee is once again cautioned to submit bills only for authorized items of uniform actually purchased. It is the responsibility of each individual employee to know which items of dress are required for wear and approved for reimbursement.—*Labor Relations Dept., 4-24-80.*

Express Mail Pouches

Effective immediately, pack empty Express Mail pouches 49 in the 50th pouch. This change will reduce handling and provide more accurate inventory of this equipment.—*Mail Processing Dept., 4-24-80.*

Mailers' Endorsements

The DOMESTIC MAIL MANUAL is being revised to standardize the placement of mailers' endorsements. Revised Section 122.3 is reprinted below.

122.3 Mailer's Endorsements

.31 A mailer's specific instructions for forwarding mail (see 159.2), as well as requests for address correction service or return (see 159.3) must appear below the sender's return address. The endorsements should be large enough to be readily visible.

Examples:

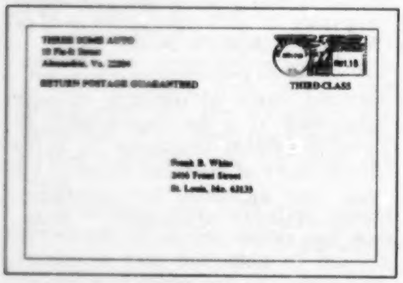
a. Frank B. White
2416 Front Street
St. Louis, MO 63135
RETURN POSTAGE GUARANTEED

b. Frank B. White
2416 Front Street
St. Louis, MO 63135
FORWARDING & RETURN POSTAGE GUARANTEED

c. Frank B. White
2416 Front Street
St. Louis, MO 63135
ADDRESS CORRECTION REQUESTED RETURN POSTAGE GUARANTEED

d. Frank B. White
2416 Front Street
St. Louis, MO 63135
ADDRESS CORRECTION REQUESTED FORWARDING & RETURN POSTAGE GUARANTEED

e. Frank B. White
2416 Front Street
St. Louis, MO 63135
DO NOT FORWARD



.32 The sender may in his return address request that mail, other than registered, insured, and certified, be held for not less than 3 days or more than 30 days. See 159.333 for registered, insured, and certified mail retention periods. Requests to lengthen or shorten retention periods to not less than 3 nor more than 30 days will be honored only at the sender's request.

Examples:

a. Return in 3 days to:
Frank B. White
2416 Front Street
St. Louis, MO 63135

b. Return in 30 days to:
Frank B. White
2416 Front Street
St. Louis, MO 63135
RETURN POSTAGE GUARANTEED

—Rates & Classification Dept., 4-24-80.

Rural Routes—Special Equipment Maintenance Allowance

The February, 1980, national average price per gallon for no-lead regular gasoline, which was released by the Bureau of Labor Statistics on March 25, 1980, was $1.207. Therefore, in accordance with the provisions of Article 30.1.G.3, of the *USPS–NRLCA 1978 National Agreement,* the rural letter carrier equipment maintenance allowance shall be increased from 25¢ to 26¢ per mile, or major fraction of a mile scheduled per day, or $10.40 per day, whichever is greater.

Auxiliary Rural Assistants (Des. 78) and Auxiliary Rural Carriers (Des. 77) shall be paid an equipment maintenance allowance (EMA) of 26¢ per mile or a minimum of $3.20 per hour, whichever is greater, but not to exceed the amount provided by the special chart for the route stops and miles.

The EMA Schedule on pages 13 and 14 of this POSTAL BULLETIN supersedes all previously published EMA Schedules. The aforementioned changes in the EMA are effective April 19, 1980 (PP10-80).—*Office of Compensation, 4-24-80.*

Timekeepers

Union Official Leave Without Pay

Employees who are elected or appointed officers of officially recognized employee organizations must have their time properly recorded on their timecard as LWOP when the elected office requires full or part time.

A properly completed Form 3971 is required for each period of absence (LWOP). Although the periods of absence are without pay and are recorded in the LWOP column of the timecard, the hours must be identified with Code 84. This code specifically identifies these hours in the system as union official leave without pay. LWOP Code 60 and/or 59 *must not* be used to record union official leave LWOP.

A more detailed instruction regarding eligibility, recording criteria and a list of recognized employee organizations are outlined in 372 of Handbooks F-21 and F-22, *Time and Attendance.—Finance Dept., 4-24-80.*

Special Cancellations

Postmasters having any of the special cancellation die hubs listed below are authorized to use them for the periods designated. At the end of the period the die hubs should be withdrawn from use and stored. Postmasters who do not have these special die hubs shall not request them without application by the sponsors:

Cancellation	Period of Use
Muscular Dystrophy	May 17—June 30, 1980
Goodwill Industries	May 1—May 31, 1980
Multiple Sclerosis	May 11—June 15, 1980
National Transportation Week	May 10—May 22, 1980
National Historic Preservation	May 5—May 18, 1980
Salvation Army	May 1—May 31, 1980
Mental Health	May 1—May 31, 1980
Armed Forces Day	May 1—May 31, 1980
City of Hope	May 15—June 15, 1980

—Rates & Classification Dept., 4-24-80.

SPECIAL EQUIPMENT MAINTENANCE ALLOWANCE SCHEDULE - RURAL ROUTES
MAXIMUM NUMBER OF STOPS ON ROUTE
EFFECTIVE APRIL 19, 1980 (PP10-80)

MILES	STOPS = *0260*	*0280*	*0300*	*0320*	*0340*	*0360*	*0380*	*0400*	*0420*	*0440*	*0460*	*0480*	*0500*	*0520*	*0540*	*0560*	*0580*	*0600*	*0620*
8						10.50	10.60	10.70	10.80	10.90	11.00	11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80
9					10.50	10.60	10.70	10.80	10.90	11.00	11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90
10				10.50	10.60	10.70	10.80	10.90	11.00	11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00
11			10.50	10.60	10.70	10.80	10.90	11.00	11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10
12		10.50	10.60	10.70	10.80	10.90	11.00	11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20
13	10.50	10.60	10.70	10.80	10.90	11.00	11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30
14	10.60	10.70	10.80	10.90	11.00	11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40
15	10.70	10.80	10.90	11.00	11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50
16	10.80	10.90	11.00	11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60
17	10.90	11.00	11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70
18	11.00	11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80
19	11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90
20	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00
21	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10
22	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20
23	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30
24	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40
25	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50
26	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60
27	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70
28	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80
29	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90
30	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00
31	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10
32	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20
33	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30
34	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40
35	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50
36	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60
37	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70
38	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80
39	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90
40	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00
41	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10
42	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20
43	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30
44	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40
45	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	
46	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40		
47	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40			
48	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40				
49	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40					
50	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40						
51	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40							
52	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40								
53	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40									
54	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40										
55	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40											
56	14.80	14.90	15.00	15.10	15.20	15.30	15.40												
57	14.90	15.00	15.10	15.20	15.30	15.40													
58		15.10	15.20	15.30	15.40														
59				15.40															

SPECIAL EQUIPMENT MAINTENANCE ALLOWANCE SCHEDULE - RURAL ROUTES
MAXIMUM NUMBER OF STOPS ON ROUTE
EFFECTIVE APRIL 19, 1980 (PP10-80)

MILES	STOPS = *0640*	*0660*	*0680*	*0700*	*0720*	*0740*	*0760*	*0780*	*0800*	*0820*	*0840*	*0860*	*0880*	*0900*	*0920*	*0940*	*0960*	*0980*	*1000
8	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70
9	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80
10	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90
11	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00
12	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10
13	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20
14	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30
15	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40
16	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50
17	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60
18	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70
19	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80
20	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90
21	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00
22	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10
23	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20
24	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30
25	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40
26	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	
27	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40		
28	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40			
29	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40				
30	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40					
31	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40						
32	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40							
33	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40								
34	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40									
35	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40										
36	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40											
37	14.80	14.90	15.00	15.10	15.20	15.30	15.40												
38	14.90	15.00	15.10	15.20	15.30	15.40													
39	15.00	15.10	15.20	15.30	15.40														
40	15.10	15.20	15.30	15.40															
41	15.20	15.30	15.40																
42	15.30	15.40																	
43	15.40																		

VACANT REGULAR RURAL ROUTES LISTING NO. 80–20

The vacant rural routes listed below will be posted for bid in accordance with the USPS–NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this POSTAL BULLETIN. Those rural carriers having special bidding rights as defined in the USPS–NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	* Route classification and evaluation	Route length
CENTRAL REGION					
Indiana	Connersville	47331	05	46:51 (43J)	00.50
	Veedersburg	47987	03	41:35 (42S)	92.65
Kansas	Glasco	67445	01	38:26 (38S)	118.15
	Scott City	07871	03	38:50 (39S)	105.65
Kentucky	Hazard	41701	02	50:55 (46J)	93.10
	Campbellsville	42718	07	38:57 (38S)	88.50
Michigan	Gaylord	49735	06	36:40 (37S)	33.37
Ohio	Johnstown	43031	04	44:12 (41J)	75.78
	Plain City	43064	02	46:53 (43J)	48.75
	Lancaster	43130	08	44:14 (41J)	34.25
	Delta	43515	01	50:47 (42K)	66.40
	Deshler	43516	01	33:12 (33S)	72.48
	Zanesville	43701	09	43:47 (44H)	60.65
	Navarre	44662	03	44:21 (44H)	53.90
	Ripley	45167	02	50:07 (46H)	90.15
Wisconsin	Rhinelander	54501	03	45:09 (45H)	81.10
EASTERN REGION					
New York	Herkimer	13350	01	52:29 (44K)	57.50
NORTHEAST REGION					
Massachusetts	Walpole	02081	01	42:08 (42H)	27.05
New Hampshire	Warner	03278	01	30:49 (31S)	44.16
	Barrington	03825	01	53:45 (45K)	56.85
	Wolfeboro	03894	01	30:16 (39S)	52.60
Connecticut	Naugatuck	06770	01	49:50 (46J)	36.60
New York	Gloversville	12078	02	53:42 (45K)	57.70
WESTERN REGION					
Arizona	Peoria	85345	07	37:45 (38S)	29.53
California	Riverside	92517	03	51:23 (43K)	33.80
	Santa Paula	93060	01	46:21 (46H)	47.15
	Stockton	95206	05	49:36 (45J)	116.15
	Modesto	95351	07	43:25 (43H)	40.20
	Elverta	95626	01	46:35 (43J)	49.10
New Mexico	Albuquerque	87101	21	47:55 (40K)	36.00
Oregon	Hood River	97031	03	48:14 (40K)	37.55
	Grants Pass	97526	09	43:49 (44H)	35.35
Wyoming	Cody	82414	02	55:58 (47K)	56.35

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*The "Route Classification and Evaluation" published in this POSTAL BULLETIN may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

—Labor Relations Dept., 4–24–80.

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POST OFFICE CHANGES NO. 16

(Supplemental to 1980 National ZIP Code and Post Office Directory.)

Abbreviations: B=Branch. C=City Delivery. Conv.=Converted. CPO=Community Post Office. Disc.=Discontinued. Estab.=Established. F=Finance. Fac.=Facility. I=Independent Post Office. IC=Independent City. MOU=Money Order Unit. MPO=Main Post Office. MR=Mailing Restrictions (from Part 125 DMM) apply. NP=Nonpersonnel. NZCD=National ZIP Code and Post Office Directory. P=Postal facility discontinued, name retained for address purposes. Resc.=Rescinded. S=Station. x=Classified. (Contract stations and branches do not have the symbol "x" following the symbol of type of installation.)

Symbols: (1)=Officially closed on date shown. Notice is for administrative record purposes. (2)=Officially established on date shown. Notice is for administrative record purposes. (3)=All services previously terminated. Date shown is official discontinued date for administrative purposes.

State	Name of post office	County/parish	Name of station, branch, or unit	Type S/B	ZIP Code	Change action	Effective date	Explanation of change
AL	Birmingham	Jefferson	Samford University	B	35209	Delete	3-28-80	B ZIP Code changed.
AL	do	do	do	B	35229	Add	3-28-80	
AK	Unalaska	Southcentral	Dutch Harbor	CPO	99692	Add	4- 1-80	CPO and ZIP Code estab. (2)
CA	Earp	Riverside	Big River	CPO	92242	Add	1-18-79	CPO estab. (2)
CA	Inglewood	Los Angeles	Hillcrest	Sx	90306	Add	6-14-74	Sx estab. to correct NZCD. (2)
CA	Lake Elsinore	Riverside	Grand Avenue	S	92330	Add	3- 3-80	S estab. (2)
CA	Nipton	San Bernardino	Mountain Pass	CPO	92366	Delete	3- 5-80	CPO parent PO changed. Retain ZIP Code.
CA	Baker	do	do	CPO	92366	Add	3- 5-80	
CA	Wilmington	Los Angeles	Carson	Bx	90745	Delete	3-14-80	Bx parent PO changed.[1]
CA	Long Beach	do	do	Bx	90745	Add	3-14-80	
CA	Wilmington	do	Dominquez	B	90747	Delete	3-14-80	
CA	Long Beach	do	do	B	90747	Add	3-14-80	
CA	Wilmington	do	Carson		90746	Delete	3-14-80	
CA	Long Beach	do	do		90746	Add	3-14-80	
CA	Wilmington	do	do		90749	Delete	3-14-80	
CA	Long Beach	do	do		90749	Add	3-14-80	
FL	Miami	Dade	Sunny Isles	B	33160	Delete	3-28-80	B disc. Retain ZIP Code. (1)
FL	do	do	Little Havana	S	33128	Add	3- 7-80	S estab. (2)
GA	Grovetown	Columbia		I	30813	Add	4-19-80	C estab.
GA	Huber	Twiggs		I	31040	Delete	5-30-80	PO disc. Change ZIP Code only. Continue address of Huber, GA (3).
GA	do	do		P	31201	Add	5-30-80	
GA	Indian Springs	Butts		I	30231	Delete	5-31-80	PO conv. to CPO. Retain ZIP Code.
GA	Flovilla	do		CPO	30231	Add	5-31-80	
HI	Ewa Beach	Honolulu	Makakilo	B	96706	Delete	6- 1-77	B disc. Retain ZIP Code. (1)
HI	Lihue	Kauai	Puhi	CPO	96766	Delete	8- 1-78	CPO conv. to B. Retain ZIP Code
HI	do	do	do	B	96766	Add	8- 1-78	
HI	Kamuela	Hawaii	Kawaihae	CPO	96743	Delete	7- 1-74	CPO conv. to S Retain ZIP Code.
HI	do	do	do	S	96743	Add	7- 1-74	
MI	Grand Rapids	Kent	Leonard Heights	B	49504	Add	4- 1-80	B estab. (2)
MN	Rochester	Olmsted	Chester	CPO	55904	Delete	4-19-80	CPO and ZIP Code disc. (1)
NJ	South Branch	Somerset		I	08861	Delete	5-28-80	PO disc. Change ZIP Code only. Continue address of South Branch, NJ. (3)
NJ	do	do		P	08876	Add	5-28-80	
NJ	Trenton	Mercer	State Hospital	B	08625	Delete	9-28-79	B disc. Retain ZIP Code. (1)
NM	Peralta	Valencia	Bosque Farms	CPO	87068	Delete	3-18-79	CPO and ZIP Code disc. (1)
NY	Albany	Albany	Ravenwood	B	12205	Delete	3- 1-80	B disc. Retain ZIP Code. (1)
NY	New York	New York	APO 09668	B	09668	Add	3-24-80	APO estab. MPO=I.
NY	Rochester	Monroe	Downtown	Sx	14603	Add	5- 3-80	Sx estab. (2)
OK	Oklahoma City	Oklahoma	Downtown	Sx	73102	Delete	4- 4-80	Sx name changed. Retain ZIP Code.
OK	do	do	Center City	Sx	73102	Add	4- 4-80	
OR	Beaverton	Washington	Farmington Mall	B	97005	Add	2-27-80	B estab. (2)
SC	Piedmont	Greenville	Powdersville[2]	CPO	29673	Add	4-14-80	CPO estab. (2)
TN	Chattanooga	Hamilton	Saint Elmo	Sx	37409	Delete	5- 1-80	Sx name changed. Retain ZIP Code.
TN	do	do	South	Sx	37409	Add	5- 1-80	
TN	do	do	Alton Park	Sx	37410	Delete	5- 1-80	Sx disc. Retain ZIP Code. (1)
TN	Johnson City	Washington	State University	S	37601	Delete	3-28-80	S ZIP Code changed.
TN	do	do	do	S	37614	Add	3-18-80	
TX	Los Angeles	LaSalle		I	78051	Delete	5-16-80	Amend PB 21240 to correct ZIP Code of PO disc.
TX	do	do		P	78014	Add	5-16-80	

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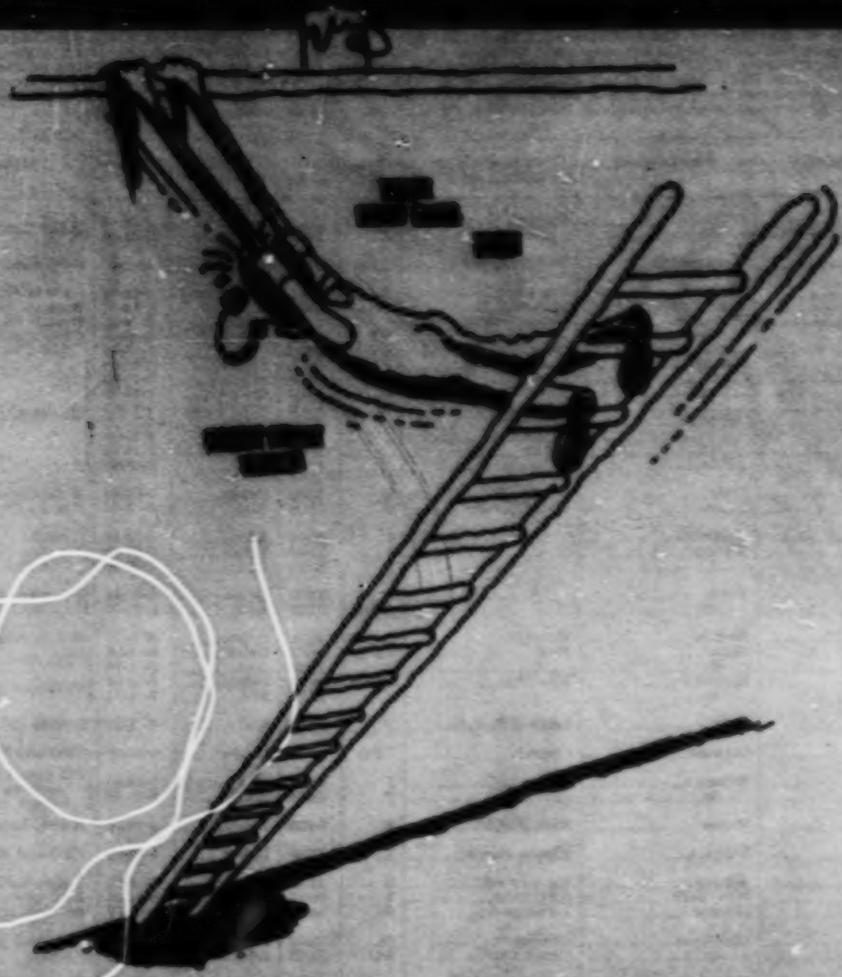
[1] Administrative responsibility of ZIP Code areas 90745, 90746, 90747 and 90749 in Carson, CA (Classified Branch of Wilmington, CA) has been transferred to Long Beach, CA. Wilmington, CA will no longer be a Multi-Coded Post Office and will not have streets listed in the NATIONAL ZIP CODE & POST OFFICE DIRECTORY.

[2] CPO is located in Anderson County.

—Delivery Services Dept., 4-24-80.



Famous Last Words: "I don't need any help. This ladder is as steady as the Rock of Gibraltar..."

TEAMWORK WORKS WONDERS USE IT

MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices, including Inspection Service Forms 577, should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below). Destroy PB 21241 listing. **B. Old Style.** (Gray). **C. Counterfeit.** The listing from PB 21240 remains valid for both B. and C.

165 705 7000 to 7999
199 567 1359 to 1999
203 297 6000 to 7499
203 619 3700 to 3999
204 108 8000 to 9999
206 493 4600 to 4799
206 793 5600 to 6499
208 287 8700 to 8899
209 728 2600 to 3099
210 868 4500 to 4699
211 238 0459 to 0999
211 436 5608 to 5699
211 527 2600 to 3099
213 123 9827 to 9999
213 578 4229 to 4399
213 822 5800 to 6299
214 159 4800 to 4999
215 532 5100 to 5399
215 538 0200 to 0499
216 678 6072 to 6999
217 210 7100 to 7299
217 241 5400 to 5799
217 268 2574 to 2699
217 667 3400 to 3599
217 672 4200 to 4599
217 902 4181 to 4299
218 755 4591 to 4699
220 350 0000 to 0999
221 371 4600 to 4999
221 626 2100 to 2299
221 661 5318 to 5499
222 224 8100 to 8499
222 536 2000 to 2299
224 057 4061 to 4299
224 206 6395 to 6499
224 554 9830 to 0399
225 268 1655 to 1799
225 711 9700 to 9999
225 712 0000 to 0999
225 767 2000 to 2299
227 097 4600 to 4699
227 254 9800 to 0099
227 611 4000 to 4599
228 660 5976 to 5999
229 117 4866 to 4999
229 346 9900 to 9999
229 434 3500 to 3599
229 531 9700 to 9899
229 563 1918 to 1999
229 576 1732 to 1799
229 576 1800 to 1899
229 585 4570 to 4599
230 406 2975 to 2999
230 577 6515 to 6599
230 826 8683 to 8799
231 126 6475 to 6499
231 147 0883 to 1499
231 525 7893 to 7999
231 651 8280 to 8299

231 725 2789 to 2799
231 770 2751 to 2762
231 873 7928 to 7999
232 295 7249 to 7599
232 319 6535 to 6599
232 426 6620 to 6699
232 665 0292 to 0399
233 262 7907 to 7999
233 407 5872 to 5899
233 453 8902 to 8929
233 516 6100 to 6199
233 638 1200 to 1799
233 845 9000 to 9099
234 031 6456 to 6999
234 064 8437 to 8499
234 261 4500 to 4599
234 431 3655 to 3699
234 500 2944 to 2999
234 659 4000 to 4199
234 659 8700 to 8999
234 742 1948 to 1999
234 802 1060 to 1199
234 997 1000 to 1599
235 254 2060 to 2099
235 439 6181 to 6299
235 644 7061 to 7099
235 925 8767 to 8799
236 145 5082 to 5099
236 388 4842 to 5099
236 467 6573 to 6599
236 566 2555 to 2599
236 576 9520 to 9599
236 656 6422 to 6499
236 755 8000 to 8099
236 937 5803 to 5999
236 941 5400 to 5499
237 413 7500 to 7599
237 423 4111 to 4199
237 457 5600 to 5699
237 457 5800 to 5899
237 574 8657 to 8799
237 702 6823 to 6899
237 702 6921 to 6999
238 165 7700 to 7799
238 169 7587 to 7599
238 377 4508 to 4599
238 377 4607 to 4699
238 586 3100 to 3299
239 199 0700 to 1099
239 204 9916 to 9999
239 481 4728 to 4799
239 549 7116 to 7499
239 575 2000 to 2199
239 596 4800 to 4999
239 640 5708 to 5728
239 724 1489 to 1499
239 985 7000 to 7499
240 042 3151 to 3169
240 108 6501 to 6599

240 252 6400 to 6899
240 256 2900 to 3199
240 559 4363 to 4399
240 639 3561 to 3599
240 855 7000 to 7099
240 901 5900 to 5999
241 081 9274 to 9299
241 224 7209 to 7299
241 685 5124 to 5199
241 694 1800 to 1899
241 753 7766 to 7799
241 902 2600 to 2799
242 021 2262 to 2499
242 327 4984 to 4999
242 576 1609 to 1699
242 585 4155 to 4299
242 591 4500 to 4699
242 605 0000 to 0999
242 621 8314 to 8399
242 781 0789 to 0799
242 816 1337 to 1399
243 112 4109 to 4120
243 228 7200 to 7499
243 766 6730 to 6799
243 805 0000 to 0299
243 906 7800 to 8199
244 299 2000 to 2199
244 366 8800 to 8899
244 381 3024 to 3099
244 525 0719 to 0799
244 657 7700 to 7899
244 678 2333 to 2499
244 742 7748 to 7799
244 743 7100 to 7399
244 895 5575 to 5599
245 103 9300 to 9399
245 103 9400 to 9499
245 118 6754 to 6768
245 279 1420 to 1499
245 279 1510 to 1599
245 591 1626 to 1799
245 695 0346 to 0399
245 973 2677 to 2699
246 076 7300 to 7399
246 155 4048 to 4099
246 155 5000 to 5499
246 402 6511 to 6599
246 608 6300 to 6399
246 609 9545 to 9799
246 741 2082 to 2099
246 816 2600 to 2699
246 973 1372 to 1399
247 012 0500 to 0599
247 066 9300 to 9399
247 113 5635 to 5699
247 490 1960 to 1999
247 490 2086 to 2099
247 497 4000 to 4099
247 544 0200 to 0214

247 575 4400 to 4499
247 929 6417 to 6799
247 983 1511 to 1869
248 120 4322 to 4399
248 244 7246 to 7299
248 317 7624 to 7699
248 397 2163 to 2199
248 423 4864 to 4999
248 440 7916 to 7971
248 718 7317 to 7399
249 680 4872 to 4899
249 945 6900 to 6999
249 996 6000 to 6099
249 996 6300 to 6499
250 452 4971 to 4999
250 483 0600 to 0699
250 547 7046 to 7099
250 565 7029 to 7099
250 833 7200 to 7399
250 951 4340 to 4363
250 991 9778 to 9799
251 518 6281 to 6399
251 964 6056 to 6199
251 997 2913 to 2999
252 171 2041 to 2056
252 206 2101 to 2199
252 206 9532 to 9599
252 235 4400 to 4499
252 235 4581 to 4899
252 238 2299 to 2499
252 432 6988 to 6999
252 891 1159 to 1199
253 175 2670 to 2699
253 192 7311 to 7399
253 293 5931 to 5940
253 446 4033 to 4099
253 547 6013 to 6049
253 547 6054 to 6099
253 747 6924 to 6999
254 107 8590 to 8599
254 107 8913 to 8999
254 259 8867 to 8899
254 259 8951 to 9099
254 740 8408 to 8445
255 150 5300 to 5399
255 276 0949 to 0999
256 193 4000 to 5499
258 480 2600 to 2899
258 618 0254 to 0299
259 227 0000 to 1499
259 745 1300 to 1499
800 502 3000 to 3999
800 941 7900 to 7999
801 278 3600 to 3999
801 579 6056 to 6098
801 629 1900 to 1999
802 029 5199 to 8999
802 265 0575 to 1999
802 774 0000 to 4999

Warning Notice—Unrecovered Stolen Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)

The following money orders are void and should not be cashed: (1) All card type orders. (2) New style orders 000,000,001—199,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, KIA OB1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21241 article.

200,400,512 to 0,600
200,467,313 to 7,500
201,328,601 to 9,300
201,963,699 to 3,800
201,980,250 to 0,299
202,545,957 to 6,000
207,218,569 to 8,600
208,872,242 to 2,257
209,190,001 to 5,000
210,301,801 to 2,000
210,835,285 to 5,300
210,935,633 to 5,700
212,900,201 to 0,300
213,345,001 to 5,100
213,504,865 to 5,000
216,823,954 to 4,000
217,621,979 to 2,100
217,622,401 to 2,800
218,660,066 to 0,700
219,494,026 to 4,130
219,692,001 to 2,100
224,126,989 to 7,100
226,781,246 to 1,400
226,073,655 to 3,700
227,129,004 to 9,400
227,564,701 to 4,800
229,000,595 to 0,600
229,083,686 to 3,700
229,428,120 to 8,300
230,004,990 to 5,200
230,143,701 to 4,000
231,387,001 to 7,500
234,067,232 to 7,300
235,833,783 to 3,800
237,386,845 to 7,000
238,758,669 to 8,730
239,162,130 to 2,200
239,863,796 to 3,870
239,864,826 to 4,900
240,362,301 to 2,600
241,535,801 to 6,000
242,545,470 to 5,800
242,917,801 to 8,000
243,920,027 to 0,100
244,343,084 to 3,100
244,583,557 to 3,600
245,740,589 to 0,600
245,767,347 to 7,400
247,636,179 to 6,200
247,649,190 to 9,200
247,760,081 to 0,100
250,442,960 to 3,000
252,160,301 to 0,393
252,494,635 to 4,700
253,094,279 to 4,400
253,181,800 to 1,900
253,641,268 to 1,300
254,680,851 to 0,900
259,412,918 to 2,954
261,707,201 to 7,400
261,766,701 to 6,800
262,740,206 to 0,300
263,414,901 to 5,800
264,474,080 to 4,300
266,472,561 to 2,860
268,746,401 to 6,500
270,677,679 to 7,696
272,291,501 to 1,600
274,450,824 to 0,900
274,873,716 to 4,100
275,288,303 to 8,700
278,286,361 to 6,400
278,737,201 to 7,300
278,846,365 to 6,600
282,204,343 to 4,700
282,909,819 to 9,900
284,943,445 to 3,500
285,397,992 to 8,400
286,837,601 to 7,900
288,349,047 to 9,500
288,657,574 to 7,600
291,853,923 to 3,969
295,946,650 to 6,661
296,077,001 to 7,053
296,077,201 to 7,300
297,173,660 to 3,900
297,213,342 to 3,500
297,444,801 to 5,500
297,700,501 to 0,700
298,072,101 to 2,600
299,902,655 to 2,700
305,253,101 to 3,600
306,165,495 to 5,500
306,698,463 to 8,500
306,933,345 to 3,400
307,200,601 to 1,000
307,806,061 to 6,100
310,917,957 to 8,100
310,956,020 to 6,200
311,577,901 to 8,100
311,994,658 to 4,700
314,162,132 to 2,200
315,105,301 to 5,500
315,788,118 to 8,140
317,630,301 to 0,400
321,087,737 to 7,800
321,272,306 to 2,400
321,489,229 to 9,300
322,180,820 to 1,000
323,294,360 to 4,400
323,296,838 to 6,856
323,297,695 to 7,730
323,485,231 to 5,240
323,997,101 to 7,400
326,023,246 to 3,300
328,436,401 to 6,500
331,892,798 to 3,000
332,069,432 to 9,500
336,646,801 to 7,300
336,661,265 to 1,500
336,825,701 to 7,000
336,909,925 to 0,000
337,395,212 to 5,300
338,038,706 to 8,800
338,891,701 to 2,200
339,519,801 to 9,900
339,735,184 to 5,200
340,711,001 to 3,000
341,462,701 to 2,900
343,703,708 to 3,900
343,760,901 to 1,000
343,945,919 to 5,940
344,536,201 to 6,400
344,821,230 to 1,297
344,854,601 to 4,700
345,299,801 to 9,900
345,986,501 to 6,600
347,238,201 to 8,300
347,975,946 to 5,959
348,086,296 to 6,300
348,190,501 to 0,900
349,779,757 to 9,800
351,452,949 to 3,000
351,490,001 to 0,600
353,461,741 to 1,800
355,360,601 to 1,000
357,010,401 to 0,500
357,339,409 to 9,455
358,180,401 to 0,600
359,269,750 to 9,790
359,547,122 to 7,150
359,790,481 to 0,540
359,791,901 to 1,920
359,994,676 to 4,700
361,201,906 to 2,100
363,463,501 to 4,500
363,475,801 to 6,100
363,496,901 to 7,000
365,301,401 to 1,500
374,988,860 to 8,880

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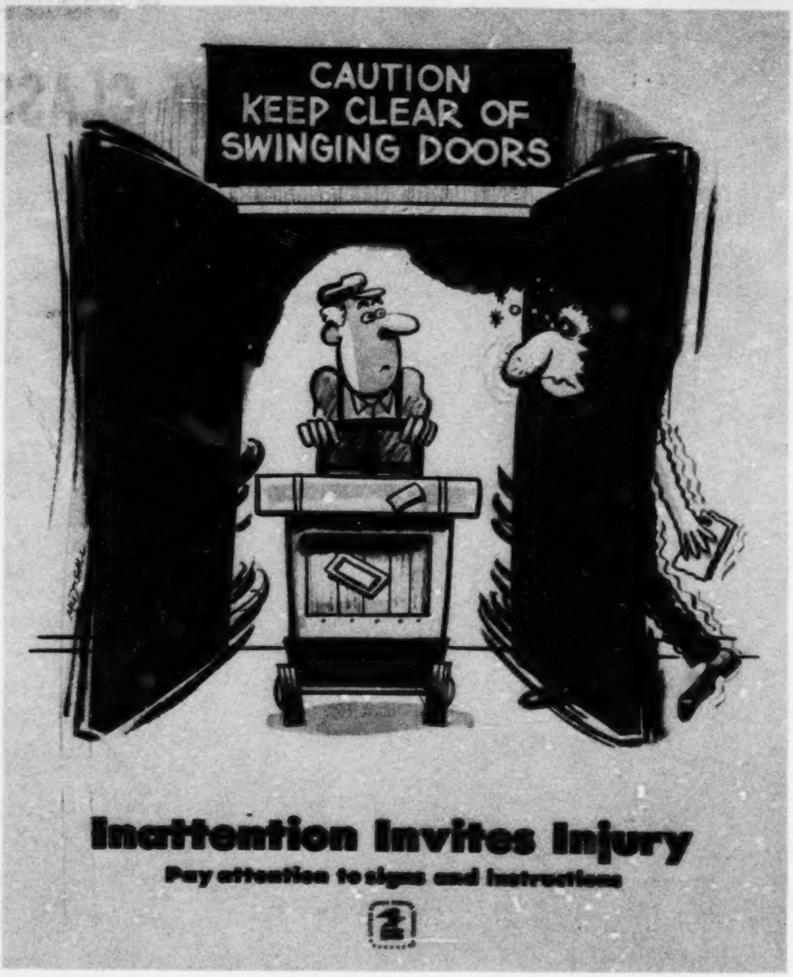
CAUTION
KEEP CLEAR OF
SWINGING DOORS
Inattention Invites Injury
Pay attention to signs and instructions

UNITED STATES POSTAL SERVICE
WASHINGTON, D.C. 20260
OFFICIAL BUSINESS

PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE, $300

U.S.MAIL

FIRST CLASS

Schedule. The Postal Bulletin is published every Thursday by the Directives and Forms Division of the U.S. Postal Service, Washington, DC 20260.

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Orders.
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  Superintendent of Documents
  U.S. Government Printing Office
  Washington, DC 20402
    Single copy: 70 cents
    Subscription: $35, $8.75 additional for foreign mailing
Postal facilities:
  For one time orders, send Form 7380 to the Eastern Area Supply Center.
  To change quantity received, send Form 1286 to the Directives and Forms Division, giving justification.

21243

UNITED STATES POSTAL SERVICE
U.S. MAIL

postal bulletin

PB 21243—May 1, 1980—24 Pages

National Guard

The U.S. Postal Service has always recognized the need for civilian participation in the National Guard and Reserve Forces. On April 9, 1980, I signed, on behalf of the U.S. Postal Service, a statement reaffirming our support of the National Guard and Reserve. A strong National Guard and Reserve, I believe, are essential to the strength of our nation and the maintenance of world peace.

A copy of that statement of support appears in this issue of the POSTAL BULLETIN. All postal facilities managers will display this current statement in a prominent place, for it lets postal employees know that we are, as an organization, committed to facilitating their participation in Guard and Reserve programs.

WILLIAM F. BOLGER

Rifled Parcel Report

Rifled parcels are not always being reported to the Postal Inspection Service. All parcels found to have been rifled must be taken to a supervisor, as instructed in 255.32 of the POSTAL OPERATION MANUAL (POM), repeated below.

255.32 Rifled Parcels

.321 At sectional center facilities and multi-ZIP Code offices, including all stations and branches:

a. Employees who discover a rifled parcel prior to delivery (1) prepare Label 97, *Rifled Parcel,* (2) affix the label to the parcel so that the address is not covered, and (3) hand the parcel to a supervisor.

b. The supervisor will immediately complete Form 673, *Report of Rifled Parcel,* and forward it to the local Postal Inspector (see instructions on reverse of Form 673).

.322 At other offices, the employee finding a non-registered rifled parcel should take it directly to a supervisor who will immediately complete Form 673. Label 97 is not required.

* * * * * *

(221.15f, ADMINISTRATIVE SUPPORT MANUAL ASM, requires a written report to the Inspection Service whenever rifled registered mail is found.)

Managers should ensure employees are properly following these instructions.—*Inspection Service, 5–1–80.*

All Personnel Processing Mail for Dispatch Abroad

Foreign Order Notice 6

Keep all foreign order notices for use as reference.

A tentative *lottery order* has been issued against:

IRELAND

Dublin 6

Maura Cooney
21 Larkfield Avenue

Ardilea, Dublin 14

Mrs. Mildred Richards
3 Harvard

Rathmines, Dublin 6

Geraldine Callaghan
35 Beechwood Park

Glasnevin, Dublin 9

Mary Collins
51 Beechmount

Dublin

Warren Duffy
10 Myrtle Park
Dun Laoghaire

Sandycove, Co. Dublin

Terry Mulvaney
41 Glasthule Road

Birr Park, Co. Offaly

Mrs. John Cassidy
St. Anthonys
Moore Park

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to the Postmaster of New York, NY 10001, Attention: Claims, Inquiry and Undeliverable Mail, Room 4508. Do not place any endorsement on the mail pieces themselves—*Judicial Officer, 5–1–80.*

Life Insurance—Processing SF 56

The Office of Federal Employees Group Life Insurance (OFEGLI) continues to report problems in processing life insurance claims in USPS employee death cases. Non-receipt or delays in receipt of SF 56's *Agency Certification of Insurance Status,* have delayed payments to beneficiaries.

Do not include cost of living allowance with basic pay in Item 6 of SF 56. This results in overpayments to beneficiaries which, upon subsequent audit of the records by the Office of Personnel Management, the beneficiaries must refund. In a continuing effort to resolve these problems, the USPS review procedures as outlined in POSTAL BULLETIN 21211 (9–27–79), are changed as follows:

In the case of death of an insured employee, SF 56 must be completed immediately and the *duplicate* copy forwarded to the PDC for certification that the basic salary as shown in Item 6 is correct. Annotate the envelope in which the form is forwarded *RETIREMENT UNIT–SF 56–EXPEDITE.* The PDC will make any necessary corrections, certify the accuracy of the form within one day of receipt, and immediately return it to the initiating installation. If there are corrections, the installation will correct the original to agree with the duplicate and forward both the original and the duplicate to OFEGLI,

Continued on p. 3

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U. S. GOVT. PUBS.
DEPOSITORY 376

P1.3:

CIVIL SERVICE RETIREMENT PROGRAM

The Postal Service has an obligation to provide information and assistance to employees concerning the civil service retirement program. Retirement applications, related documents and retirement records must be processed in a timely manner and forwarded to the Office of Personnel Management (OPM) to assure that former employees receive their annuity payments promptly. Delayed annuity payments may result in inconvenience and personal hardship to the former employee.

A. Processing Retirement Applications and Related Documents

Follow the requirements below to expedite the submission of all retirement records to OPM:

1. Employing Installation

a. Employing offices should advise employees who are considering retirement to submit their retirement application at least two weeks before the effective date to enable the personnel office to prepare and submit the retirement documents.

b. In all cases where the retirement application is received in advance, Form 50–A must be submitted to the Employee & Labor Relations Information Center (ELRIC) at least 7 calendar days before the effective date of separation. This requirement will be reflected in a revision to 611.312 of Handbook P–11, *Personnel Operations*. Please make pen and ink change until the revision is issued.

c. The last day for which the employee is paid, either for work or paid leave, must be entered in the remarks section o fthe Form 50.

d. A follow-up system should be maintained to assure that the Forms 50 have been processed through the ELRIC and the postal data center (PDC).

e. The following forms must be completed and sent *directly* to the appropriate PDC, Retirement Branch, at least 7 calendar days prior to the effective date of separation:

SF 2801, *Application for Retirement.*

All copies of **SF 2809**, *Health Benefits Registration Form*, in the employee's personnel folder, if employee is eligible to continue enrollment into retirement.

A separation, **SF 2810**, *Notice of Change in Health Benefits Enrollment*, along with all copies of SF 2810 in the employee's personnel folder.

SF 56, *Agency Certification of Insurance Status.*

SF 54, *Designation of Beneficiary*, if one is in the employee's folder.

Complete copy of employee's military discharge certificate **(DD214)**.

f. The mailing envelope should be marked *Retirement Documents—Expedite*. Priority attention must be given to providing any corrected or additional information requested by the PDC.

2. *E&LR Information Center*. The ELRIC processes the Form 50 upon receipt and transmits it to the PDC after the beginning of the effective pay period.

3. *Postal Data Center*. The PDC Retirement Section is responsible for reviewing the retirement documents for accuracy immediately upon receipt. If additional forms or corrections are required, the Retirement Branch will notify the appropriate employing office by telephone. This action will assure that by the time the Form 50 is processed, the supporting documents will also be complete. OPM's regulations provide that the PDC process and submit the retirement records within 5 days after the separating employee receives a final regular pay check.

B. Retirement Counseling

Form 2411, *Check List for Preretirement Interviews*, provides a guide on information that should be of interest to prospective retirees. Some information of general interest is repeated here for convenience.

1. Federal Employees' Group Life Insurance

a. Regular (basic) life insurance (not accidental death and dismemberment) continues free after retirement on an immediate annuity provided the employee has been insured under the FEGLI program for:

(1) The five years of service immediately preceding retirement; or

(2) The full period of service during which the regular life insurance was available to the employee, if less than five years.

b. A postal employee who is eligible to continue regular life insurance into retirement may also continue the optional life insurance (not accidental death and dismemberment) if the optional life insurance has been in force for no less than:

(1) The five years of service immediately preceding retirement; or

(2) The full period(s) of service during which the optional life insurance was available to the employee, if less than five years. However, optional insurance premiums are paid (by automatic deductions from monthly annuity) until age 65. After age 65, optional insurance also continues free.

c. When an employee retires at 65 or over, or when he or she reaches 65 (if retired before that age), both regular and optional insurance reduce by 2 percent a month. These reductions continue until the amount of insurance reaches 25 percent of the amount in force at retirement.

2. *Health Benefits* (Hospitalization and Medical). An employee who retires on an immediate annuity may continue health benefits coverage into retirement if he or she has been enrolled (or covered as a family member) in a Federal health plan:

a. During the 5 years of service immediately preceding retirement, or

b. During all service since his or her first opportunity to enroll.

3. Election of Survivor Annuity

a. Retiring employees who are married should be made aware of the small reduction in annuity for providing survivor benefits for spouse. Married employees (male and female) who elect an annuity without survivor benefits to spouse should attach a note to their retirement application confirming this election and indicating they understand the monetary difference involved.

b. Retirement counselors are advised that the retirement law provides that an annuity which is reduced to provide survivor benefits to spouse will be recomputed and paid at the unreduced rate when the retired employee's marriage to the designated spouse ends. Advise the retiring employee to notify OPM as soon as possible when the spouse named to receive survivor annuity dies before the retired employee or when the marriage to the designated spouse ends by divorce or annulment. The higher unreduced annuity rate will be paid for each full month during which the retired employee is not married. When the retired employee remarries, the annuity will again be reduced by the same percentage reductions which were in effect at the time of the retirement.

c. Annuity increases based on this change in law will be paid only for applicable periods which begin on or after November 1, 1974. Direct all questions involving retired employees, including annuity adjustments, to the OPM, Retirement and Insurance Division, Washington, DC 20415.

C. Special Payments

Upon receipt of the retirement record, the OPM authorizes special payments to the retiree. pending final adjudication of the retirement application. The special pay continues on a monthly basis until the regular annuity is computed. The amount of special payments received are deducted from the accrued annuity.—*Employee Relations Dept., 5–1–80.*

May Treasury Checks

The Treasury Department has advised that May Social Security benefit checks are to be delivered on Friday, May 2, 1980.

The envelopes for these payments will bear the following endorsement:

Postmaster: Requested Delivery Date is the second day of the Month.

Postmasters and supervisors are asked to plan to complete delivery of these checks on the date specified above.—*Mail Processing Dept., 5–1–80.*

Continued from p. 1 Col. 3

together with FE–6 *Claim for Death Benefits,* the employee's death certificate, and any other pertinent material.

ELM 530 will be revised to reflect the above procedures.—*Employee Relations Dept., 5–1–80.*

Address Change—U.S. Navy Effective May 1, 1980

The U.S. Postal Service and the Department of the Navy have agreed to assign individual ZIP Codes to the large naval ships and also to assign ZIP Codes to the smaller ships in an alphabetical sequence.

Before this agreement all ships of the naval fleets were assigned a single ZIP Code, depending on the fleet to which attached. Ships of the Atlantic Fleet were addressed to FPO New York 09501; ships of the Pacific Fleet were addressed to FPO San Francisco 96601; and the Pacific Northwest ships were addressed to FPO Seattle 98799.

The new agreement will assign individual ZIP Codes to ships of the CV, AS, AD, AR, LCC, LPA and LHA class and will further assign a ZIP Code to all other ships that will correspond to the alphabetical first letter of the name of the ship according to its respective FPO gateway:

i.e.—USS EISENHOWER, DWIGHT D. (CVN–69) is assigned the individual ZIP Code of FPO New York 09532.

—USS ALAMO (LSD–33) and all other ships beginning with the letter "A" that are in the Pacific Fleet, and not assigned individual ZIP Codes, will be assigned FPO San Francisco 96660.

The new ZIP Code assignments include all ships of the active and reserve U.S. Naval Fleets, U.S. Coast Guard, Military Sealift Command (MSC) and the National Oceanic and Atmospheric Administration (NOAA) which formerly had a ZIP Code of 09501, 96601 or 98799.

An additional FPO gateway has been established at Miami, FL to facilitate and expedite the processing and dispatch of mail for those ships that are homeported in the southeast part of the United States. Ships assigned to these homeports previously had an FPO New York 09501 address.

All Naval Commands, units and personnel have been advised of this address change by the Department of the Navy. There will be no change in the address format of this mail as a result of this policy.

Instructions regarding make-up, labeling and dispatch of this mail are contained in the respective Regional Postal Logistics Directory.

Pages 4 through 8 of this Bulletin list all of the ships in alphabetical sequence and the appropriate gateway and ZIP Code.—*Mail Processing Dept., 5–1–80.*

International Reissue Money Orders

This is to inform employees assigned to money order cashing duties that some 99-series domestic postal money orders have been designated for use as 89-series United States of America Postal Money Order—International Reissues. Those 99-series documents bear across the top an 89-serial number and requisite international reissue money order documentation. Such postal money orders are to be accepted for payment in accordance with established procedures.—*Rates & Classification Dept., 5–1–80.*

INSURED MAIL SHOULD BEAR THE COMPLETE NAMES, ADDRESSES, AND ZIP CODES OF SENDER AND ADDRESSEE

FPO SF-FPO San Francisco
FPO MI-FPO Miami
FPO NY-FPO New York
FPO SE-FPO Seattle

Ship name	Type	Hull	ZIP code
Acadia	AD	42	FPO SF 96629
Adams, Charles F	DDG	2	FPO MI 34090
Adams, John	SSBN	620	FPO MI 34093
Adroit	MSO	509	FPO NY 09564
Aeolus	TARC	3	FPO NY 09564
Affray	MSO	511	FPO NY 09564
Ainsworth	FF	1090	FPO NY 09564
Ajax	AR	6	FPO SF 96642
Alamo	LSD	33	FPO SF 96660
Albany	CG	10	FPO NY 09564
Allen, Ethan	SSBN	608	FPO SE 98799
America	CV	66	FPO NY 09531
American Explorer	TAOT	165	FPO NY 09564
Anchorage	LSD	36	FPO SF 96660
Archerfish	SSN	678	FPO NY 09564
Arkansas	CGN	41	FPO NY 09564
Arnold, Gen H H	TAGN	9	FPO SF 96660
Ashtabula	AO	51	FPO SF 96660
Aspre	SSN	648	FPO SF 96660
Atakapa	TATF	149	FPO NY 09564
Austin	LPD	4	FPO NY 09564
Aylwin	FF	1081	FPO NY 09564
Badger	FF	1071	FPO SF 96661
Bagley	FF	1069	FPO SF 96661
Bainbridge	CGN	25	FPO SF 96661
Bancroft, George	SSBN	643	FPO MI 34090
Barb	SSN	596	FPO SF 96661
Barbel	SS	580	FPO SF 96661
Barbey	FF	1088	FPO SF 96661
Barbour County	LST	1195	FPO SF 96661
Barney	DDG	6	FPO NY 09565
Barnstable County	LST	1197	FPO NY 09565
Barry	DD	933	FPO MI 34090
Bartlett	TAGCR	13	FPO NY 09565
Basswood	WLB	388	FPO SF 96661
Bates, William H	SSN	680	FPO SF 96661
Batfish	SSN	681	FPO MI 34090
Baton Rouge	SSN	689	FPO NY 09565
Beary, Donald B	FF	1085	FPO NY 09565
Beaufort	ATS	2	FPO SF 96661
Belknap	CG	26	FPO NY 09565
Belleau Wood	LHA	3	FPO SF 96623
Bent, Silas	TAGS	26	FPO SF 96661
Bergall	SSN	667	FPO NY 09565
Berkeley	DDG	15	FPO SF 96661
Biddle	CG	34	FPO NY 09565
Bigelow	DD	942	FPO MI 34090
Billfish	SSN	676	FPO NY 09565
Birmingham	SSN	695	FPO NY 09565
Blakely	FF	1072	FPO MI 34090
Blandy	DD	943	FPO NY 09565
Blue Ridge	LCC	19	FPO SF 96628
Blueback	SS	581	FPO SF 96661
Bluefish	SSN	675	FPO NY 09565
Bolivar, Simon	SSBN	641	FPO MI 34090
Bolster	ARS	38	FPO SF 96661
Bonefish	SS	582	FPO SF 96661
Boone, Daniel	SSBN	629	FPO MI 34090
Boulder	LST	1190	FPO NY 09565
Boutwell	WHEC	719	FPO SE 98799
Bowditch	TAGS	21	FPO NY 09565
Bowen	FF	1079	FPO NY 09565
Bradley	FF	1041	FPO SF 96661
Bremerton	SSN	698	FPO SF 96661
Brewton	FF	1086	FPO SF 96661
Briscoe	DD	977	FPO NY 09565
Bristol County	LST	1198	FPO SF 96661
Bronstein	FF	1037	FPO SF 96661
Brooke	FFG	1	FPO SF 96661
Brostrom, Pvt Leonard C	TAK	255	FPO SF 96661
Brown, Jesse L	FF	1089	FPO MI 34090
Brumby	FF	1044	FPO MI 34090
Brunswick	ATS	3	FPO SF 96661
Bryce Canyon	AD	36	FPO SF 96640
Buchanan	DDG	14	FPO SF 96661
Butte	AE	27	FPO NY 09565
Buttonwood	WLB	306	FPO SF 96661
Byrd, Richard E	DDG	23	FPO NY 09565
Cable, Frank	AS	40	FPO MI 34086
Calhoun, John C	SSBN	630	FPO MI 34090
California	CGN	36	FPO NY 09566
Caloosahatchee	AO	98	FPO NY 09566
Camden	AOE	2	FPO SE 98799
Campbell	WHEC	32	FPO SE 98799
Canisteo	AO	99	FPO NY 09566
Canopus	AS	34	FPO MI 34087
Cape Cod	AD	43	FPO SF 96649
Cape Coral	WPB	95301	FPO SE 98799
Cape Jellison	WPB	95317	FPO SE 98799
Cape Romain	WPB	95319	FPO SE 98799
Capodanno	FF	1093	FPO NY 09566
Caron	DD	970	FPO NY 09566
Carpenter	DD	825	FPO SF 96662
Carver, George Washington.	SSBN	656	FPO NY 09566
Catawba	TATF	168	FPO SF 96662
Cavalla	SSN	684	FPO SF 96662
Cayuga	LST	1186	FPO SF 96662
Chapman	R	446	FPO SE 98799
Charleston	LKA	113	FPO NY 09566
Chauvenet	TAGS	29	FPO SF 96662
Cimarron	AO	177	FPO MI 34090
Cincinnati	SSN	693	FPO NY 09566
Clark	FFG	11	FPO MI 34090
Clay, Henry	SSBN	625	FPO MI 34090
Cleveland	LPD	7	FPO SF 96662
Clover	WLB	292	FPO SE 98799
Cobb, John N	R	552	FPO SE 98799
Cochrane	DDG	21	FPO SF 96662
Columbia	TAOT	182	FPO SF 96662
Comet	TAKR	7	FPO NY 09566
Comte de Grasse	DD	974	FPO NY 09566
Concord	AFS	5	FPO NY 09566
Cone	DD	866	FPO MI 34090
Confidence	WMEC	619	FPO SE 98799
Connole	FF	1056	FPO NY 09566
Conolly	DD	979	FPO NY 09566
Conquest	MSO	488	FPO SE 98799
Conserver	ARS	39	FPO SF 96662
Constant	MSO	427	FPO SF 96662
Constellation	CV	64	FPO SF 96635
Conyngham	DDG	17	FPO NY 09566
Cook	FF	1083	FPO SF 96662
Coontz	DDG	40	FPO NY 09566
Coral Sea	CV	43	FPO SF 96632
Coronado	LPD	11	FPO NY 09566
Corry	DD	817	FPO NY 09566
Cushing	DD	985	FPO SF 96662
Dace	SSN	607	FPO SF 96663
Dahlgren	DDG	43	FPO NY 09567
Dale	CG	19	FPO MI 34090
Dallas	SSN	700	FPO NY 09567
Damato	DD	871	FPO NY 09567
Daniels, Josephus	CG	27	FPO NY 09567
Darter	SS	576	FPO SF 96663
Dash	MSO	428	FPO NY 09567
Davidson	FF	1045	FPO SF 96663
Davidson	S	331	FPO SE 98799
David, Albert	FF	1050	FPO SF 96663
Davis	DD	937	FPO MI 34090
De Steiguer	TAGOR	12	FPO SF 96663
Decatur	DDG	31	FPO SF 96663
Denver	LPD	9	FPO SF 96663
Detector	MSO	429	FPO NY 09567
Detroit	AOE	4	FPO NY 09567
Dewey	DDG	45	FPO MI 34090
Deyo	DD	989	FPO MI 34090
Direct	MSO	430	FPO MI 34090
Discoverer	R	102	FPO SE 98799
Dixie	AD	14	FPO SF 96638

FPO SF-FPO San Francisco
FPO MI-FPO Miami
FPO NY-FPO New York
FPO SE-FPO Seattle

Ship name	Type	Hull	ZIP code
Dixon	AS	37	FPO SF 96648
Dolphin	AGSS	555	FPO SF 96663
Dominant	MSO	431	FPO NY 09567
Downes	FF	1070	FPO SF 96663
Drum	SSN	677	FPO SF 96663
Du Pont	DD	941	FPO NY 09567
Dubuque	LPD	8	FPO SF 96663
Duluth	LPD	6	FPO SF 96663
Duncan	FFG	10	FPO SF 96663
Durham	LKA	114	FPO SF 96663
Dutton	TAGS	22	FPO SF 96663
Dyess	DD	880	FPO NY 09567
Edenton	ATS	1	FPO NY 09568
Edison, Thomas A	SSBN	610	FPO SF 96664
Edson	DD	946	FPO NY 09568
Edwards, Richard S	DD	950	FPO SF 96664
Eisenhower, Dwight D	CVN	69	FPO NY 09532
El Paso	LKA	117	FPO NY 09568
Elliot	DD	967	FPO SF 96664
Ellison, Harold J	DD	864	FPO NY 09568
Engage	MSO	433	FPO MI 34091
England	CG	22	FPO SF 96664
Enhance	MSO	437	FPO SF 96664
Enterprise	CVN	65	FPO SF 96636
Esteem	MSO	438	FPO SE 98799
Estocin	FFG	15	FPO MI 34091
Excel	MSO	439	FPO SF 96664
Exploit	MSO	440	FPO NY 09568
Exultant	MSO	441	FPO MI 34091
Fairfax County	LST	1193	FPO NY 09569
Fairweather	S	220	FPO SE 98799
Fanning	FF	1076	FPO SF 96665
Farragut	DDG	37	FPO NY 09569
Fearless	MSO	442	FPO MI 34091
Fidelity	MSO	443	FPO MI 34091
Fife	DD	991	FPO SF 96665
Finback	SSN	670	FPO NY 09569
Firebush	WLB	393	FPO SE 98799
Fiske	DD	842	FPO NY 09569
Flasher	SSN	613	FPO SF 96665
Fletcher	DD	992	FPO SF 96665
Flint	AE	32	FPO SF 96665
Florikan	ASR	9	FPO SF 96665
Flying Fish	SSN	673	FPO NY 09569
Forrestal	CV	59	FPO MI 34080
Fort Fisher	LSD	40	FPO SF 96665
Fort Snelling	LSD	30	FPO NY 09569
Fortify	MSO	446	FPO NY 09569
Foster, Paul F	DD	964	FPO SF 96665
Fox	CG	33	FPO SF 96665
Franklin, Benjamin	SSBN	640	FPO NY 09569
Frederick	LST	1184	FPO SF 96665
Freeman, Miller	R	223	FPO SE 98799
Fresno	LST	1182	FPO SF 96665
Fulton	AS	11	FPO NY 09534
Furer, Julius A	FFG	6	FPO MI 34091
Furman	TAK	280	FPO SE 98799
Gallant	MSO	489	FPO SF 96666
Gallatin	WHEC	721	FPO NY 09570
Garcia	FF	1040	FPO MI 34091
Gato	SSN	615	FPO NY 09570
Gilmore, Howard W	AS	16	FPO NY 09535
Glacier	WAGE	4	FPO SF 96666
Glover	FF	1098	FPO NY 09570
Goldsborough	DDG	20	FPO SF 96666
Gompers, Samuel	AD	37	FPO SF 96641
Grant, Ulysses S	SSBN	631	FPO NY 09570
Gray	FF	1054	FPO SF 96666
Grayback	SS	574	FPO SF 96666
Grayling	SSN	646	FPO MI 34091
Greene, Nathanael	SSBN	636	FPO NY 09570
Greenling	SSN	614	FPO NY 09570
Gridley	CG	21	FPO SF 96666
Groton	SSN	694	FPO NY 09570
Guadalcanal	LPH	7	FPO NY 09562
Guam	LPH	9	FPO NY 09563
Guardfish	SSN	612	FPO SF 96666
Gudgeon	SSAG	567	FPO SF 96666
Guitarro	SSN	665	FPO SF 96666
Gurnard	SSN	662	FPO SF 96666
Haddo	SSN	604	FPO SF 96667
Haddock	SSN	621	FPO SF 96667
Haleakala	AE	25	FPO SF 96667
Hale, Nathan	SSBN	623	FPO MI 34091
Halsey	CG	23	FPO SF 96667
Hamilton, Alexander	SSBN	617	FPO NY 09573
Hammerhead	SSN	663	FPO NY 09573
Hammond, Francis	FF	1067	FPO SF 96667
Hancock, John	DD	981	FPO MI 34091
Harkness	TAGS	32	FPO NY 09573
Harlan County	LST	1196	FPO NY 09573
Hart, Thomas C	FF	1092	FPO NY 09573
Hassayampa	TAO	145	FPO SF 96667
Hawkbill	SSN	666	FPO SE 98799
Hayes	TAGOR	16	FPO NY 09573
Hector	AR	7	FPO SF 96643
Henderson	DD	785	FPO SF 96667
Henry, Patrick	SSBN	599	FPO SF 96667
Hepburn	FF	1055	FPO SF 96667
Hermitage	LSD	34	FPO NY 09573
Hess, H H	TAGS	38	FPO SF 96667
Hewes, Joseph	FF	1078	FPO MI 34091
Hewitt	DD	966	FPO SF 96667
Hill, Harry W	DD	986	FPO SF 96667
Hoel	DDG	13	FPO SF 96667
Hoist	ARS	40	FPO NY 09573
Holland	AS	32	FPO NY 09536
Holt, Harold E	FF	1074	FPO SF 96667
Horne	CG	30	FPO SF 96667
Houston, Sam	SSBN	609	FPO SF 96667
Hudson	TAOT	184	FPO NY 09573
Hull	DD	945	FPO SF 96667
Hunley	AS	31	FPO SF 96647
Illusive	MSO	448	FPO MI 34091
Impervious	MSO	449	FPO MI 34091
Implicit	MSO	455	FPO SE 98799
Inchon	LPH	12	FPO NY 09529
Independence	CV	62	FPO NY 09537
Indianapolis	SSN	697	FPO SF 96668
Inflict	MSO	456	FPO NY 09574
Ingersoll	DD	990	FPO SF 96668
Ingram, Jonas	DD	938	FPO MI 34091
Ironwood	WLB	297	FPO SE 98799
Iwo Jima	LPH	2	FPO NY 09561
Jack	SSN	605	FPO NY 09575
Jacksonville	SSN	699	FPO NY 09575
Jackson, Andrew	SSBN	619	FPO NY 09575
Jackson, Stonewall	SSBN	634	FPO MI 34091
Jarvis	WHEC	725	FPO SF 96669
Jason	AR	8	FPO SF 96644
Jefferson, Thomas	SSBN	618	FPO SF 96669
Johnston	DD	821	FPO NY 09575
Jones, John Paul	DDG	32	FPO SF 96669
Jouett	CG	29	FPO SF 96669
Joy, Turner	DD	951	FPO SF 96669
Juneau	LPD	10	FPO SF 96669
Kalamazoo	AOR	6	FPO NY 09576
Kamehameha	SSBN	642	FPO NY 09576
Kane	TAGS	27	FPO NY 09576
Kansas City	AOR	3	FPO SF 96670
Kawishiwi	TAO	146	FPO SF 96670
Kennedy, John F	CV	67	FPO NY 09538
Key, Francis Scott	SSBN	657	FPO MI 34091
Kilauea	AE	26	FPO SF 96670
King	DDG	41	FPO NY 09576
Kingsport	TAG	164	FPO NY 09576
King, John	DDG	3	FPO NY 09595
Kinkaid	DD	965	FPO SF 96670
Kirk	FF	1087	FPO SF 96670
Kiska	AE	35	FPO SF 96670

FPO SF-FPO San Francisco
FPO MI-FPO Miami
FPO NY-FPO New York
FPO SE-FPO Seattle

Ship name	Type	Hull	ZIP code
Kittiwake	ASR	13	FPO NY 09576
Kitty Hawk	CV	63	FPO SF 96634
Knox	FF	1052	FPO SF 96670
Koelsch	FF	1049	FPO MI 34091
La Jolla	SSN	701	FPO NY 09577
La Moure County	LST	1194	FPO NY 09577
La Salle	AGF	3	FPO NY 09577
Lafayette	SSEN	616	FPO NY 09577
Land, Emory S	AS	39	FPO NY 09545
Lang	FF	1060	FPO SF 96671
Lapon	SSN	661	FPO NY 09577
Laurel	WLB	291	FPO SE 98799
Lawe, William C	DD	763	FPO MI 34091
Lawrence	DDG	4	FPO NY 09577
Leader	MSC	490	FPO MI 34091
Leahy	CG	16	FPO SF 96671
Lee, Robert E	SSEN	601	FPO SF 96671
Leftwich	DD	984	FPO SF 96671
Lewis and Clark	SSEN	644	FPO MI 34091
Lexington	AVT	16	FPO MI 34088
Lincoln, Abraham	SSEN	602	FPO SE 98799
Lipan	TATF	85	FPO SF 96671
Lipscomb, Glenard P	SSN	685	FPO NY 09577
Lockwood	FF	1064	FPO SF 96671
Long Beach	CGN	9	FPO SF 96671
Los Angeles	SSN	688	FPO SF 96671
Luce	DDG	38	FPO MI 34091
Lynch	TAGCR	7	FPO NY 09577
MacDonough	DDG	39	FPO MI 34092
Madison, James	SSEN	627	FPO MI 34092
Mahan	DDG	42	FPO MI 34092
Mallow	WLB	396	FPO SF 96672
Manitowoc	LST	1180	FPO NY 09578
Manley	DD	940	FPO MI 34092
Marias	TAO	57	FPO MI 34092
Mars	AFS	1	FPO SF 96672
Marshall, George C	SSEN	654	FPO NY 09578
Marshall, John	SSEN	611	FPO SF 96672
Marshfield	TAI	282	FPO MI 34092
Maumee	TAOT	149	FPO NY 09578
Mauna Kea	AE	22	FPO SF 96672
McArthur	S	330	FPO SE 98799
McCandless	FF	1084	FPO NY 09578
McCard, Robert H	DD	822	FPO MI 34092
McCloy	FF	1038	FPO NY 09578
McCormick, Lynde	DDG	8	FPO SF 96672
McDonnell, Edward	FF	1043	FPO MI 34092
McInerney	FFG	8	FPO MI 34092
McKean	DD	784	FPO SE 98799
Mellon	WHEC	717	FPO SF 96672
Memphis	SSN	691	FPO NY 09578
Merrill	DD	976	FPO SF 96672
Meteor	TAKR	9	FPO SF 96672
Meyerkord	FF	1058	FPO SF 96672
Midgett	WHEC	726	FPO SF 96672
Midway	CV	41	FPO SF 96631
Miller	FF	1091	FPO NY 09578
Milwaukee	AOR	2	FPO NY 09578
Mispillion	TAO	105	FPO SF 96672
Mississinewa	TAO	144	FPO MI 34092
Mississippi	CGN	40	FPO NY 09578
Mizar	TAGOR	11	FPO SF 96672
Mobile	LKA	115	FPO SF 96672
Moctobi	ATF	105	FPO SF 96672
Mohawk	TATF	170	FPO NY 09578
Moinester	FF	1097	FPO NY 09578
Monroe, James	SSEN	622	FPO MI 34092
Montgomery, Elmer	FF	1082	FPO MI 34092
Monticello	LSD	35	FPO SF 96672
Moosbrugger	DD	980	FPO MI 34092
Morgenthau	WHEC	722	FPO SF 96672
Morison, Samuel E	FFG	13	FPO MI 34092
Morton	DD	948	FPO SF 96672
Mosopelea	TATF	158	FPO NY 09578
Mount Baker	AE	34	FPO MI 34092
Mount Hood	AE	29	FPO SF 96672
Mount Vernon	LSD	39	FPO SF 96672
Mount Whitney	LCC	20	FPO NY 09517
Mullinnix	DD	944	FPO MI 34092
Munro	WHEC	724	FPO SE 98799
Myer, Albert J	TARC	6	FPO NY 09578
Narragansett	TATF	167	FPO SF 96673
Narwhal	SSN	671	FPO NY 09579
Nashville	LPD	13	FPO NY 09579
Nassau	LHA	4	FPO NY 09557
Navajo	TATF	169	FPO SF 96673
Navasota	TAO	106	FPO SF 96673
Neches	TAOT	183	FPO NY 09579
Neosho	TAO	143	FPO NY 09579
Neptune	TARC	2	FPO NY 09579
New Orleans	LPH	11	FPO SF 96627
New York City	SSN	696	FPO SF 96673
Newport	LST	1179	FPO NY 09579
Niagara Falls	AFS	3	FPO SF 96673
Nicholson	DD	982	FPO MI 34092
Nimitz	CVN	68	FPO NY 09542
Nitro	AE	23	FPO NY 09579
Nodaway	TAOG	78	FPO SF 96673
Norton Sound	AVM	1	FPO SF 96673
Oceanographer	R	101	FPO SE 98799
Ogden	LPD	5	FPO SF 96674
Okinawa	LPH	3	FPO SF 96625
Oldendorf	DD	972	FPO SF 96674
Omaha	SSN	692	FPO SF 96674
Opportune	ARS	41	FPO NY 09581
Oregon	R	551	FPO SE 98799
Orion	AS	18	FPO NY 09513
Orleck	DD	886	FPO SE 98799
Ortolan	ASR	22	FPO MI 34092
Ouellet	FF	1077	FPO SF 96674
Owens, Robert A	DD	827	FPO MI 34092
O'Bannon	DD	987	FPO MI 34092
O'Brien	DD	975	FPO SF 96674
O'Callahan	FF	1051	FPO SF 96674
Page, Richard L	FFG	5	FPO NY 09582
Paiute	ATF	159	FPO MI 34092
Papago	ATF	160	FPO NY 09582
Parche	SSN	683	FPO SF 96675
Pargo	SSN	650	FPO NY 09582
Parsons	DDG	33	FPO SF 96675
Passumpsic	TAO	107	FPO SF 96675
Patterson	FF	1061	FPO MI 34092
Paul	FF	1080	FPO MI 34092
Pawcatuck	TAO	108	FPO NY 09582
Peary, Robert E	FF	1073	FPO SF 96675
Pegasus	PHM	1	FPO MI 34092
Peleliu	LHA	5	FPO SF 96624
Pensacola	LSD	38	FPO NY 09582
Peoria	LST	1183	FPO SF 96675
Permit	SSN	594	FPO SF 96675
Perry, Newman K	DD	883	FPO NY 09582
Perry, Oliver Hazard	FFG	7	FPO MI 34092
Petaluma	TAOG	79	FPO SF 96675
Peterson	DD	969	FPO NY 09582
Petrel	ASR	14	FPO MI 34092
Pharris	FF	1094	FPO NY 09582
Philadelphia	SSN	690	FPO NY 09582
Philip, George	FFG	12	FPO SF 96675
Piedmont	AD	17	FPO NY 09543
Pigeon	ASR	21	FPO SF 96675
Pintado	SSN	672	FPO SF 96675
PlaneTree	WLB	307	FPO SE 98799
Pledge	MSC	492	FPO SF 96675
Pluck	MSC	464	FPO SF 96675
Plunger	SSN	595	FPO SF 96675
Plymouth Rock	LSD	29	FPO NY 09582
Pogy	SSN	647	FPO SF 96675
Point Defiance	LSD	31	FPO SF 96675
Point Harris	WPB	82376	FPO SF 96675
Point Loma	AGDS	2	FPO SF 96675

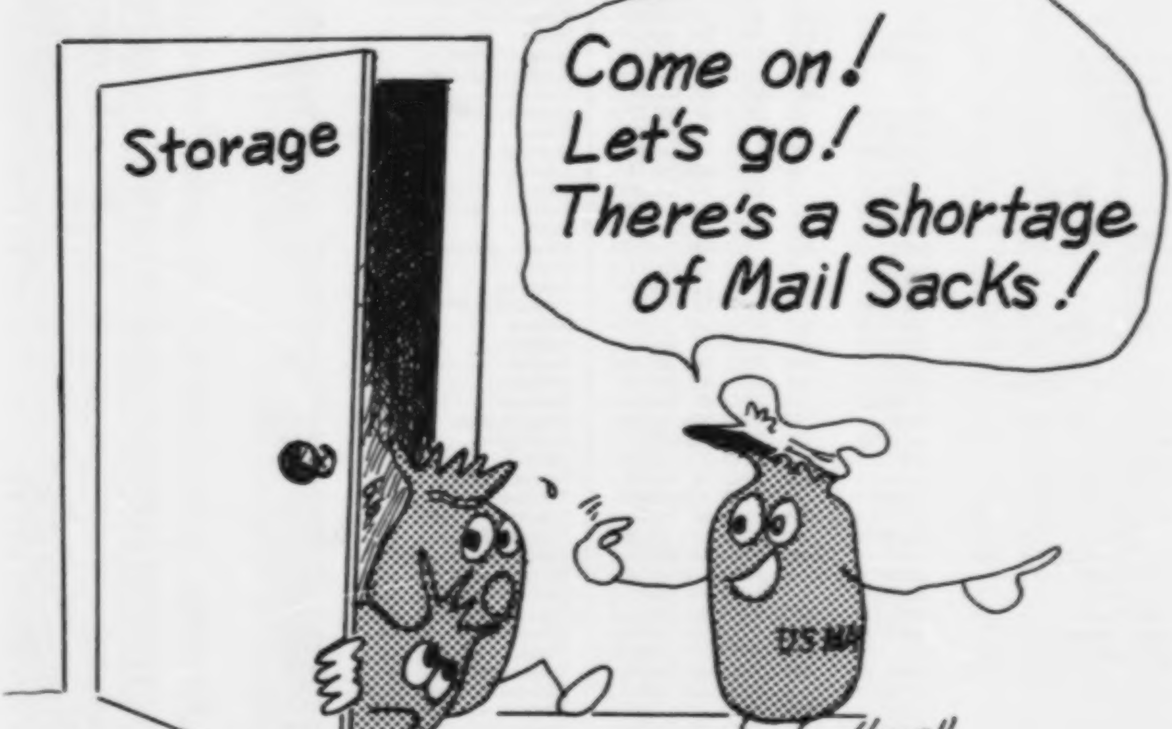
FPO SF-FPO San Francisco
FPO MI-FPO Miami
FPO NY-FPO New York
FPO SE-FPO Seattle

Ship name	Type	Hull	ZIP code
Polar Sea	WAGE	11	FPO SE 98799
Polar Star	WAGE	10	FPO SE 98799
Polk, James K	SSEN	645	FPO MI 34092
Pollack	SSN	603	FPO SF 96675
Ponce	LPD	15	FPO NY 09582
Ponchatoula	AO	148	FPO SF 96675
Portland	LSD	37	FPO NY 09582
Potomac	TAOT	181	FPO NY 09582
Powhatan	TATF	166	FPO NY 09582
Prairie	AD	15	FPO SF 96639
Pratt, William V	DDG	44	FPO MI 34092
Preble	DDG	46	FPO SF 96675
Preserver	ARS	8	FPO NY 09582
Proteus	AS	19	FPO SF 96646
Puffer	SSN	652	FPO SF 96675
Puget Sound	AD	38	FPO NY 09544
Pulaski, Casimir	SSEN	633	FPO NY 09582
Pyro	AE	24	FPO SF 96675
Quapaw	ATF	110	FPO SF 96676
Queenfish	SSN	651	FPO SF 96676
Racine	LST	1191	FPO SF 96677
Radford, Arthur W	DD	968	FPO NY 09586
Rainier	S	221	FPO SE 98799
Raleigh	LPD	1	FPO NY 09586
Ramsey	FFG	2	FPO SF 96677
Range Sentinel	TAGM	22	FPO MI 34092
Ranger	CV	61	FPO SF 96633
Rathburne	FF	1057	FPO SF 96677
Ray	SSN	653	FPO MI 30492
Rayburn, Sam	SSEN	635	FPO NY 09586
Ray, David R	DD	971	FPO SF 96677
Reasoner	FF	1063	FPO SF 96677
Reclaimer	ARS	42	FPO SF 96677
Recovery	ARS	43	FPO NY 09586
Redstone	TAGM	20	FPO MI 34092
Reeves	CG	24	FPO SF 96677
Ricketts, Claude V	DDG	5	FPO NY 09586
Rigel	TAF	58	FPO NY 09586
Rincon	TAOG	77	FPO SF 96677
Rivers, L. Mendel	SSN	686	FPO MI 34092
Roanoke	AOR	7	FPO SF 96677
Roark	FF	1053	FPO SF 96677
Robison	DDG	12	FPO SF 96677
Rodgers, John	DD	983	FPO MI 34092
Rogers	DD	876	FPO SE 98799
Rogers, Will	SSEN	659	FPO NY 09586
Roosevelt, Theodore	SSEN	600	FPO SE 98799
Rush	WHEC	723	FPO SF 96677
Russell, Richard B	SSN	687	FPO NY 09586
Sacramento	AOE	1	FPO SE 98799
Saginaw	LST	1188	FPO NY 09587
Saint Louis	LKA	116	FPO SF 96678
Saipan	LHA	2	FPO NY 09549
Sample	FF	1048	FPO SF 96678
Sampson	DDG	10	FPO MI 34093
San Bernardino	LST	1189	FPO SF 96678
San Diego	AFS	6	FPO NY 09587
San Jose	AFS	7	FPO SF 96678
Sand Lance	SSN	660	FPO SE 98799
Santa Barbara	AE	28	FPO MI 34093
Saratoga	CV	60	FPO NY 09587
Sargo	SSN	583	FPO SF 96678
Savannah	AOR	4	FPO NY 09587
Scamp	SSN	588	FPO NY 09587
Schenectady	LST	1185	FPO SF 96678
Schofield	FFG	3	FPO SF 96678
Sculpin	SSN	590	FPO NY 09587
Sea Devil	SSN	664	FPO NY 09587
Seadragon	SSN	584	FPO SF 96678
Seahorse	SSN	669	FPO MI 34093
Sealift Antarctic	TAOT	176	FPO NY 09587
Sealift Arabian Sea	TAOT	169	FPO NY 09587
Sealift Arctic	TAOT	175	FPO NY 09587
Sealift Atlantic	TAOT	172	FPO NY 09587
Sealift Caribbean	TAOT	174	FPO NY 09587

Ship name	Type	Hull	ZIP code
Sealift China Sea	TAOT	170	FPO NY 09587
Sealift Indian Ocean	TAOT	171	FPO NY 09587
Sealift Mediterranean	TAOT	173	FPO NY 09587
Sealift Pacific	TAOT	168	FPO NY 09587
Seattle	AOE	3	FPO NY 09587
Seawolf	SSN	575	FPO SF 96678
Sellers	DDG	11	FPO MI 34093
Semmes	DDG	18	FPO MI 34093
Shark	SSN	591	FPO NY 09587
Shasta	AE	33	FPO SF 96678
Sherman	WHEC	720	FPO SF 96678
Sherman, Forrest	DD	931	FPO MI 34093
Shields, Marvin	FF	1066	FPO SF 96678
Shoshone	TAOT	151	FPO NY 09587
Shreveport	LPD	12	FPO NY 09587
Sierra	AD	18	FPO MI 34084
Silversides	SSN	679	FPO NY 09587
Simon Lake	AS	33	FPO MI 34085
Sims, W S	FF	1059	FPO MI 34093
Skate	SSN	578	FPO SF 96678
Skipjack	SSN	585	FPO NY 09587
Snook	SSN	592	FPO NY 09587
Somers	DDG	34	FPO SF 96678
South Carolina	CGN	37	FPO NY 09587
Southerland	DD	743	FPO SF 96678
Spadefish	SSN	668	FPO NY 09587
Spartanburg County	LST	1192	FPO NY 09587
Spear, L Y	AS	36	FPO NY 09547
Sperry	AS	12	FPO SF 96645
Spiegel Grove	LSD	32	FPO NY 09587
Sprague, Clifton	FFG	16	FPO MI 34093
Spruance	DD	963	FPO NY 09587
Standley, William H	CG	32	FPO SE 98799
Stein	FF	1065	FPO SF 96678
Steinaker	DD	863	FPO NY 09587
Sterett	CG	31	FPO SF 96678
Stimson, Henry L	SSBN	655	FPO MI 34093
Stoddert, Benjamin	DDG	22	FPO SF 96678
Storis	WMEC	38	FPO SE 98799
Strauss, Joseph	DDG	16	FPO SF 96678
Stump	DD	978	FPO NY 09587
Sturgeon	SSN	637	FPO MI 34093
Submarine NR, 1	NR	1	FPO NY 09587
Sumter	LST	1181	FPO NY 09587
Sunbird	ASR	15	FPO NY 09587
Sunfish	SSN	649	FPO MI 34093
Suribachi	AE	21	FPO NY 09587
Surveyor	S	132	FPO SE 98799
Susquehanna	TAOT	185	FPO NY 09587
Sweetbrier	WLB	405	FPO SE 98799
Swordfish	SSN	579	FPO SF 96678
Sylvania	AFS	2	FPO NY 09587
Tacoma	PG	92	FPO NY 09588
Takelma	ATF	113	FPO SF 96679
Talbot	FFG	4	FPO MI 34093
Taluga	TAO	62	FPO SF 96679
Tarawa	LHA	1	FPO SF 96622
Tattnall	DDG	19	FPO MI 34093
Tautog	SSN	639	FPO SF 96679
Tecumseh	SSEN	628	FPO MI 34093
Texas	CGN	39	FPO NY 09588
Thomaston	LSD	28	FPO SF 96679
Thorn	DD	988	FPO MI 34093
Tinosa	SSN	606	FPO NY 09588
Towers	DDG	9	FPO SF 96679
Towle, Pvt. John R	TAK	240	FPO NY 09588
Trenton	LPD	14	FPO NY 09588
Trepang	SSN	674	FPO NY 09588
Trieste II	DSV	1	FPO SF 96679
Tripoli	LPH	10	FPO SF 96626
Trippe	FF	1075	FPO MI 34093
Truckee	TAO	147	FPO NY 09588
Truett	FF	1095	FPO NY 09588
Truxtun	CGN	35	FPO SF 96679
Tullibee	SSN	597	FPO NY 09588

FPO SF-FPO San Francisco
FPO MI-FPO Miami
FPO NY-FPO New York
FPO SE-FPO Seattle

Ship name	Type	Hull	ZIP code
Tunny	SSN	682	FPO SF 96679
Turner, Richmond K	CG	20	FPO MI 34093
Tuscaloosa	LST	1187	FPO SF 96679
Ute	TATF	76	FPO SF 96681
Valdez	FF	1096	FPO NY 09590
Vallejo, Mariano G	SSEN	658	FPO MI 34093
Vancouver	LPD	2	FPO SF 96682
Vandenberg, Gen. Hoyt S.	TAGM	10	FPO MI 34093
Vanguard	TAGM	19	FPO SF 96682
Victoria	TAK	281	FPO MI 34093
Virginia	CGN	38	FPO NY 09590
Voge	FF	1047	FPO MI 34093
Vogelgesang	DD	862	FPO NY 09590
Von Steuben	SSEN	632	FPO MI 34093
Vreeland	FF	1068	FPO MI 34093
Vulcan	AR	5	FPO NY 09548
Wabash	AOR	5	FPO SF 96683
Waccamaw	TAO	109	FPO MI 34093
Waddell	DDG	24	FPO SF 96623
Wadsworth	FFC	9	FPO SF 96683
Wahoo	SS	565	FPO NY 09591
Wainwright	CG	28	FPO MI 34093
Washington, George	SSEN	598	FPO SF 96683
Webster, Daniel	SSEN	626	FPO NY 09591
Welch	PG	93	FPO NY 09591
Whale	SSN	638	FPO NY 09591
Wheeling	TAGM	8	FPO SF 96683
Whipple	FF	1062	FPO SF 96683
White Plains	AFS	4	FPO SF 96683
Wichita	AOR	1	FPO SF 96683
Wilkes	TAGS	33	FPO NY 09591
Wilson, Henry B	DDG	7	FPO SF 96683
Wilson, Woodrow	SSEN	624	FPO MI 34093
Worden	CG	18	FPO SF 96683
Wyman	TAGS	34	FPO SF 96683
Yarnell, Harry E	CG	17	FPO NY 09594
Yellowstone	AD	41	FPO NY 09512
Yosemite	AD	19	FPO MI 34083
Young, John	DD	973	FPO SF 96686
Yukon	TAOT	152	FPO NY 09594


Storage
Come on! Let's go! There's a shortage of Mail Sacks!
U.S. MA
Howell

DMM Revision

BULK RATE THIRD-CLASS MAILINGS

On April 20, 1980, the Governors of the Postal Service adopted a final decision in the carrier route presort proceeding. This is related to the classification change which had been implemented on a temporary basis on January 28, 1979. The Governor's decision recognized, at least in theory, three presort levels for bulk third-class mail (carrier route, 5-digit, and all other), but maintained a two-tier rate structure (carrier route and all other). The Board of Governors ordered the decision to be implemented effective 12:01 AM, April 23, 1980.

A TWX concerning this decision was transmitted to Management Sectional Center (MSC) managers, Regional Directors of Finance, and all district offices on April 20, 1980. The rates and a summary of the implementing regulations were published in the POSTAL BULLETIN 21242 (4-24-80).

The full text of the implementing regulations as they will appear in the DOMESTIC MAIL MANUAL (DMM) is published in this notice. These regulations are effective immediately. In addition, supplemental operating instructions are also published in this notice. These instructions will be incorporated into other publications as appropriate.

Supplemental Operating Instructions

A. Schemes

The instructions in POSTAL BULLETIN 21236 (3-13-80), explaining how to obtain current official schemes for presorting to carrier routes, remain in effect.

B. Postage Computation for Carrier Route Presort Level

To compute postage at the per piece rates, multiply the number of pieces by the applicable per piece rate. To compute postage at the pound rate, first multiply the total number of pounds by the appropriate pound rate. Then multiply number of qualifying pieces by the applicable per piece rate reduction and subtract the result from the pound rate charges computed above.

C. Mailing Statements

Separate mailing statements, Form 3602, *Statement of Mailing with Permit Imprints,* and Form 3602-PC, *Statement of Mailing Bulk Rates,* must be submitted for carrier route mailings.

D. Verification of Makeup

1. Delivery employees receiving mail improperly made up to carrier route, rural route, highway contract route, lockbox section, or general delivery unit should hold these pieces separately, bundle them and give them to their supervisor or designated employee. Each bundle must be endorsed by the supervisor or designated employee "Not For Route ———," to indicate that they are not for the route to which they were presorted.

2. The supervisor or designated employee will confirm that the addresses on such pieces are properly listed in the current official scheme that was furnished to the mailer. If so, the mailer has properly presorted to qualify for the carrier route presort level rate. If the addresses are not included in the latest official scheme, the pieces will be distributed to the proper route and will be delivered as addressed.

3. If the addresses were properly listed in the latest official scheme and the mailer has not properly presorted and if the supervisor or designated employee estimates the errors exceed 5% of the total pieces mailed at the carrier route presort level rate for delivery within the 5-digit ZIP area, a listing will be prepared indicating the streets and blocks which were incorrectly presorted, the total number of pieces missorted for each entry, and the correct route number. This listing will be forwarded to the postmaster at the office of mailing. These pieces should be sorted to the proper route and delivered as addressed.

E. Resolution of Discrepancies by Origin MSC

Upon receipt of a listing of improperly prepared carrier route presort level rate mailings from the delivering office, the MSC manager will ascertain from the mailer's records the number of pieces mailed at the carrier route presort level rate to the particular 5-digit ZIP area. Using the total number of pieces reported by the delivering post office, and the mailer's records, the MSC manager will determine if the error rate exceeds 5% of the total pieces mailed to the 5-digit ZIP area.

If the errors exceed 5%, the MSC manager will collect 1.7¢ (or 0.1¢ if special rates authorized) additional postage on each piece mailed at the carrier route presort level rate to the 5-digit ZIP Code area as follows:

1. The mailer will be billed by letter advising him of the amount of additional postage required, mailing to which the postage deficiency relates, the number of pieces which did not qualify for the carrier route presort level rate, and (if postage on the mailing was paid by permit imprint) notification that the additional postage is being withdrawn from the mailer's advance deposit account.

2. When postage on the mailing was paid by precanceled or meter stamps, the mailer will affix precanceled or meter stamps in the amount of the additional postage to the bill and return it to the postmaster. Upon return of the original bill with the additional postage affixed, the postmaster will prepare a Form 3602-PC with the mailer's name, permit number, and the information shown on the bill.

3. When postage on the mailing was paid by permit imprint, the amount of additional postage will be withdrawn from the mailer's advance deposit account. A Form 3602 will be prepared and forwarded to the employee maintaining the advance deposit account records. The Form 3602 will be marked *adjustment* and will show: name of mailer, permit number, date of the mailing for which the adjustment is being made, number of pieces for which the additional postage is being collected and amount of additional postage to be withdrawn.

The example on page 10 may be used as a guide to record errors for third-class mailings presorted to carrier route.

* * * * *

THIRD-CLASS CARRIER ROUTE PRESORT ERROR LISTING

Mailer and Mailer's Address	Permit No.	Date	Post Office of Mailing	(Check One) Postage Paid By: ___ Permit Imprint ___ Meter ___ Precanceled Stamp

List Scheme Items sorted to lockbox, carrier route or rural route	Incorrect Route No.	Correct Route No.	Other Errors (Wrong City, Wrong ZIP Code)

Number of Missorted Pieces ______

______
Signature and Date

______
Station or Branch

______
Post Office, State, ZIP Code

DMM Revisions

Following are the revisions to the DMM. This notice should be retained until these regulations appear in a transmittal letter to the DMM.

* * * * *

622 Third-Class Bulk Mail

622.1 Eligibility

.11 Carrier Route Presort Level

a. Minimum Quantity. The mailing must consist of at least 200 pieces or 50 pounds of mail presorted to carrier routes, in accordance with 667.3. The pieces must be part of a group of 10 or more pieces sorted to the same carrier route, rural route, highway contract route, lockbox section, or general delivery unit.

b. Identical Weight and Size. Pieces must be of identical weight and size and must not exceed 11½ inches in width, 13½ inches in length or ¾ of an inch in thickness. *Exception:* Merchandise samples with detached labels may exceed these dimensions if the detached labels meet the requirements of 664.

c. Listing Required. Mailers must, at the time of mailing, provide the post office a listing indicating the number of qualifying carrier route presort pieces mailed to each 5-digit ZIP Code area.

d. Current Scheme. Mailers are responsible for the proper make-up of mail to carrier routes according to the latest official Postal Service scheme.

e. Simplified Address. Pieces bearing a simplified address as provided for in 122.4 may qualify for the third-class carrier route presort rate.

.12 All Other Presort Level. Mailings of at least 200 pieces or 50 pounds, presorted to ZIP Code destinations in accordance with 667 are eligible for the third-class bulk "All Other" presort level rates.

.13 One Rate Per Sack. All pieces in a sack or other container must qualify for the same presort level rate.

.14 Processing Category. Pieces in a bulk rate mailing must all be the same characteristic type as defined in DMM 128 i.e., letter sized, flats, machinable parcels or irregular parcels).

* * * * *

650 Physical Limitations

651 Weight and Size Limits

651.1 Weight. Each piece must weigh less than 16 ounces.

651.2 Size, Shape, and Ratio.

.21 General Standards. The following standards apply to all material mailed at third-class rates other than keys and identification devices mailed in accordance with 611.4:

a. All mailing pieces must be at least 0.007 of an inch thick.

b. All mailing pieces which are ¼ of an inch thick or less must be:

(1) rectangular in shape,
(2) at least 3½ inches high, and
(3) at least 5 inches long.

Note: Third-class mailing pieces other than keys and identification devices which do not meet these minimum size standards are prohibited from the mails.

.22 Carrier Route Presort Rate Mailings.

a. The maximum size for mail qualifying for the carrier route presort level is 13½ inches in length, 11½ inches in width, and ¾ of an inch in thickness except as provided in 651.22b.

b. Merchandise samples with detached labels may be sent at the carrier route presort rate even though their dimensions may exceed 13½ inches in length, 11½ inches in width, and ¾ of an inch in thickness if the detached labels meet the requirements of 664.

.23 Recommendation. To insure prompt and efficient processing of third-class mail, it is recommended that envelopes, cards and self-mailers have an aspect ratio of width (height) to length between 1 to 1.3 and 1 to 2.5 inclusive. (See 652 for nonstandard mail surcharge.)

* * * * *

661 Addressing . . . . .

661.2 ZIP Code. Each piece including the top copy of a firm package (see 667.121a) must bear the name and address of the addressee. The address must include the ZIP Code. *Exception:* the ZIP Code may be omitted from pieces bearing a simplified address in accordance with 122.41.

662 Marking.

662.2 Bulk Rates. The following identifying words must be printed or rubber stamped by the mailer either as part of or immediately adjacent to permit imprints, meter stamps, or precanceled stamps:

a. Bulk Rate or the abbreviation *Blk. Rt.* by mailers other than authorized special rate organizations;

b. Nonprofit Organization or the abbreviation *Nonprofit Org.* by authorized special rate organizations.

662.3 Carrier Route Presort Rate. In addition to the endorsements required in 662.2 a or b, the identifying words *Carrier Route Presort* or the

Exhibit 611.2

TYPE OF MAIL MATTER	REGULAR RATES		SPECIAL RATES FOR AUTHORIZED NONPROFIT ORGANIZATIONS ONLY (SEE 623)	
A. Books and catalogs having 24 or more bound pages with at least 22 printed, and seeds, cuttings, bulbs, roots, scions, and plants.	Per Pound or Fraction	Minimum Rate Per Piece	Per Pound or Fraction	Minimum Rate Per Piece
Presort Level:				
Carrier Route	36¢ minus 1.7¢ per piece	6.7¢	16¢ minus 0.1¢ per piece	3.0¢
5-Digit	36¢	8.4¢	16¢	3.1¢
All Other	36¢	8.4¢	16¢	3.1¢
B. All matter (except items in A above) not included in first- or second-class.				
Presort Level:				
Carrier Route	41¢ minus 1.7¢ per piece	6.7¢	19¢ minus 0.1¢ per piece	3.0¢
5-Digit	41¢	8.4¢	19¢	3.1¢
All Other	41¢	8.4¢	19¢	3.1¢

EXCEPTION: When the postage computed at the bulk third-class rate is higher than a fourth-class rate — for which the matter and the mailing could qualify except for weight — the fourth-class rate may be paid without the necessity of adding needless additional weight.

For Example: A catalog which weighs less than 1 pound and which meets all prescribed requirements, other than weight, for fourth-class bound printed matter may be mailed at the fourth-class bound printed matter rate.

All other requirements of bulk third-class remain applicable.

abbreviation *CAR-RT SORT* must be incorporated in the permit imprint indicia, or it may be printed or rubber stamped above the address in the area to the left or below the permit imprint, meter stamps or precanceled stamps on pieces entered at the carrier route presort level rate. Alternatively, the *Carrier Route Presort* endorsement may also be located in the address area on either the line above the address or two lines above the address. (The preferred position is two lines above the address.) If the endorsement is located in the address area one of the following formats must be used:

Carrier Route Presort
** CR 22
Resident
1300 Waterford Drive
District Heights, MD 20028

Carrier Route Presort
** CR 22
Resident
1300 Waterford Drive
District Heights, MD 20028

Carrier Route Presort **CR 22
Resident
1300 Waterford Drive
District Heights, MD 20028

Carrier Route Presort **CR 22

Resident
1300 Waterford Drive
District Heights, MD 20028

CAR-RT SORT
** CR 22
Resident
1300 Waterford Drive
District Heights, MD 20028

CAR-RT SORT
** CR 22
Resident
1300 Waterford Drive
District Heights, MD 20028

CAR-RT SORT **LS 0101
24632176190 BC 789
Resident
P.O. Box 961
New York, NY 10001

CAR-RT SORT **LS 0101

24632176190 BC 789
Resident
P.O. Box 961
New York, NY 10001

PART 667 PREPARATION OF BULK RATE MAILINGS (THIRD-CLASS)

667.1 Standard Preparation Requirements

.11 General. All bulk third-class mailings other than machinable parcels, as defined in 128, must be prepared in accordance with the following standard preparation requirements.

.12 Packaging Requirements

.121 Sortation

a. *Firm Packages.* When all mail in a package is for an individual firm, a blue label F must be affixed to the front of the package.

b. *5-Digit Packages.* When there are ten or more pieces for the same 5-digit ZIP Code destination, they must be made up into 5-digit packages. The mailer may package less than 10 pieces in the same manner. Mailers are encouraged but are not required to affix a red label D to each package.

c. *Optional City Packages.* When, after making up 5-digit packages, there are pieces for one of the multi-ZIP Coded offices listed in 467.114, the mailer is encouraged to prepare a "city" package. A yellow label C must be affixed to each package.

d. *3-Digit Packages.* When there are ten or more pieces for a 3-digit ZIP Code prefix, after the required 5-digit packages and optional city packages have been made, they must be made up into 3-digit packages. The mailer may package less than 10 pieces in the same manner. A green label 3 must be affixed to each package.

e. *Optional SCF Packages.* When there are pieces for post offices in the same Sectional Center Facility service area remaining after the required 5-digit and 3-digit packages and the optional city packages have been made, the mailer is encouraged to prepare an SCF package. A green label 3 must be affixed to each package. A list of all SCF's, the first three digits of all ZIP Codes served by these facilities, and the lowest 3-digit ZIP Codes that are to be used on SCF sack labels is shown in the "Sectional Center Facilities" table contained in Publication 65, *National ZIP Code and Post Office Directory.*

f. *Optional SDC Packages.* When there are pieces for post offices in the same State Distribution Center (SDC) Service Area remaining after the 5-digit, optional city, 3-digit, and optional SCF packages have been made, the mailer is encouraged to prepare an SDC package. In those instances where this SDC makeup is finer than the mandatory state makeup, a facing slip must be used on SDC packages.

g. *State Packages.* When there are ten or more copies for a State remaining after the 5-digit, optional city, 3-digit, optional SCF and optional SDC packages have been made, they must be made up into state packages. The mailer may package less than 10 pieces in the same manner. An orange label S must be affixed to each package.

h. *Mixed States Packages.* Pieces remaining after packages have been made, as outlined above, must be made up into mixed states packages. A mixed states white facing slip must be attached to each package.

.122 Facing. All pieces in a package must be faced the same way with an address visible on the top piece.

.123 Package Labels. Pressure sensitive package labels must be applied to the lower left corner of the address side of the top piece on letter size packages and next to the address on larger packages. Facing slips must be placed on the address side of the top piece in mixed state and foreign packages. Pressure sensitive labels and facing slips are available from post offices.

.124 Loose Packing. Management Sectional Center (MSC) managers may authorize *loose packing* of pieces in full No. 3 sacks without bundling when all material in a sack goes to the same 5-digit ZIP Code. Pieces must be placed to maintain orientation of the pieces while in transit. Mailers desiring to loose pack pieces must make requests through the post office of mailing.

Note: the terms *loose pack* or *loose packing* refer to the placement of unbundled, unbound mail pieces in a receptacle such as a mail sack.

.13 Sacking Requirements

.131 General. Except where bundling or palletizing is authorized (see 667.3 and 667.4), packages must be sorted and sacked to destinations as outlined below. No more than 70 pounds of mail may be placed in any sack.

.132 Sortation

a. *5-Digit Sacks.* When there are twelve or more packages addressed to the same 5-digit ZIP Code destination, packages must be made up into 5-digit sacks. Sacks containing fewer packages may be prepared. Each sack must be labeled in the following manner:

Line 1: City and State and 5-Digit Destination
Line 2: Contents
Line 3: Office of Mailing

Sample 5-Digit Sack Label:

PHILADELPHIA PA 19118
3C FLATS
BOSTON MA 021

b. *Optional City Sacks.* After preparing 5-digit sacks, mailers are encouraged to make up packages addressed to the multi-ZIP Coded cities listed in 467.114 into city sacks. Each sack must be labeled in the following manner:

Line 1: City, State and Lowest ZIP Code
Line 2: Contents
Line 3: Office of Mailing

Sample City Sack Label:

AURORA IL 60504
3C LTRS
BOSTON MA 021

c. *3-Digit Sacks.* When, after preparing 5-digit and optional city sacks, there are twelve or more packages for the same 3-digit ZIP Code destination, the packages must be made up into 3-digit sacks. Sacks containing fewer than twelve packages may be prepared. Each sack must be labeled in the following manner:

Line 1: City, State and 3-Digit Prefix
Line 2: Contents
Line 3: Office of Mailing

Sample 3-Digit Sack Label:

PHILADELPHIA PA 191
3C FLATS
BOSTON MA 021

d. *Optional SCF Sacks.* After preparing 5-digit, optional city, and 3-digit sacks, the mailer is encouraged to make up packages addressed to post offices in the same Sectional Center Facility (SCF) service area, into SCF sacks. Each sack must be labeled in the following manner:

Line 1: Name and State of SCF, Lowest 3-Digit ZIP Code for that SCF
Line 2: Contents
Line 3: Office of Mailing

Sample SCF Sack Label:

SCF PHILADELPHIA PA 190
3C FLATS
BOSTON MA 021

Note: A list of all SCF's, the first three digits of all ZIP Codes served by these facilities, and the principal 3-digit ZIP Code prefixes that are to be used on SCF sack labels is contained in Publication 65, *National ZIP Code and Post Office Directory.*

e. *Optional SDC Sacks.* After preparing 5-digit, optional city, 3-digit, and optional SCF sacks, the mailer is encouraged to make up packages addressed to the same State Distribution Center (SDC) service area into SDC sacks. Each sack must be labeled in the following manner:

Line 1: Name of SDC for Destination Area
Line 2: Contents and State
Line 3: Office of Mailing

Sample Sack Label:

DIS PITTSBURGH PA 150
ORD P PA
SAN FRANCISCO CA 941

f. *State Sacks.* When after making up 5-digit, optional city, 3-digit and optional SCF, and optional SDC sacks, there are twelve or more packages addressed to the same State, the packages must be made up into state sacks. Sacks containing fewer than twelve packages may be prepared. Each sack must be labeled in the following manner:

Line 1: Name of SDC for State of Destination
Line 2: Contents and State
Line 3: Office of Mailing

Sample Sack Label:

DIS KANSAS CITY MO 640
3C LTRS
SAN FRANCISCO CA 941

g. *Mixed States Sacks.* Packages remaining after state sacks have been prepared must be made up into mixed state sacks. Each sack must be labeled in the following manner:

Line 1: Mixed States Distribution Location
Line 2: Contents
Line 3: Office of Mailing

Sample Mixed States Sack Label:

DIS CHICAGO IL 606
3C LTRS MX STATES
CHICAGO IL 606

h. *Loose Pack Sack.* The term "loose pack sack" refers to the placement of unbundled, unbound mail pieces in a receptacle such as a mail sack. Management Sectional Center (MSC) managers may authorize mailers to "loose pack" pieces in full No. 3 sacks without bundling when all material in a sack would normally be "worked" at the point where the sack is opened, e.g., if a 3-digit sack contains no more than nine pieces for any one 5-digit destination. Pieces must be placed to maintain orientation of the pieces while in transit. Mailers desiring to loose pack pieces must request authorization through the post office of mailing.

667.2 Machinable Parcel Preparation Requirements

.21 General. Machinable parcels as defined in 128 must be prepared in accordance with the following preparation requirements.

.22 Sacking Requirements

.221 5-Digit Sacks. When there are 20 pounds or 1,000 cubic inches of material addressed to the same 5-digit ZIP Code destination, they must be placed in 5-digit sacks. Each sack must be labeled in the following manner:

Line 1: City, State and 5-Digit Destination
Line 2: Contents
Line 3: Mailer, Office of Mailing

Sample 5-Digit Sack Label:

PHILADELPHIA PA 19118
3C MACH P
BOSTON MA 021

.222 Destination Bulk Mail Center (BMC) Sacks. After the required 5-digit sacks have been prepared, the remaining pieces must be placed in sacks labeled to destination BMC delivery areas, when there are 20 pounds or 1,000 cubic inches of material to a BMC delivery area. Each sack must be labeled in the following manner:

Line 1: Destination BMC
Line 2: Contents
Line 3: Mailer, Office of Mailing

Sample BMC Sack Label:

BMC CHICAGO IL 608
3C MACH P
ATLANTA GA 303

.223 Origin BMC Sacks. After the required 5-digit and destination BMC sacks have been prepared, the remaining pieces must be placed in sacks labeled to the origin BMC in the following manner:

Line 1: Origin BMC
Line 2: Contents
Line 3: Mailer, Office of Mailing

Sample Origin BMC Sack Label:
BMC KANSAS CITY MO 643
3C MACH P
TOPEKA KS 666

667.3 Carrier Route Presort Level Preparation Requirements

.31 Packaging

.311 Carrier Packages. When there are 10 or more pieces addressed to the same carrier route, rural route, lockbox section or general delivery unit, the mailer must prepare them in packages of 10 or more pieces. Fewer than 10 pieces for the same carrier route must be included in packages for the next lower level of presort (i.e., 5-digit or 3-digit packages as appropriate). Whenever a carrier package is not placed in a sack labeled to show that it only contains packages for the same carrier route, rural route, highway contract route, lockbox section, or general delivery unit, the mailer must use one of the following procedures to label the package:

a. The mailer may prepare packages with a facing slip which must be affixed to the front of the package and marked as shown below:

Line 1: 5-Digit ZIP Code of Address

Line 2: Carrier Route, Rural Route, Highway Contract Route, Lockbox Section, or General Delivery Unit

Line 3: Post Office of Entry and its appropriate ZIP Code

Sample of a Carrier Route Facing Slip:

SAN FRANCISCO CA 94133
RURAL ROUTE 12
BOSTON MA 021

b. Packages made up to individual carrier routes, rural routes, highway contract routes, lockbox sections, or general delivery units may be prepared without facing slips when the following conditions are met:

1. The carrier route information consisting of a descriptive prefix (or its abbreviation) plus a two-digit route number or four-digit numeric code must be on the top line of the address, either alone (the preferred format) or with other information (addressee, account data, etc.).

2. The descriptive prefix "carrier route," "rural route," "highway contract route," or "lockbox section" must either be spelled out (the preferred format) or abbreviated as follows:

Carrier Route	CR.
Rural Route	RR.
Highway Contract Route	SR.
Lockbox Section	LS.

3. The descriptive prefix must be followed by a two-digit route number when the ZIP Code is included in the address. If the ZIP Code is omitted from the address, the descriptive prefix must be followed by a four-digit numeric route code. This four-digit route code must consist of the last two digits of the ZIP Code followed by the two-digit carrier route number.

4. The carrier route information must be right justified.

5. The carrier route information must be preceded by at least two asterisks (or another distinctive character). The following are examples of address formats in the order of preference:

**Carrier Route 22
Resident
1300 Waterford Drive
District Heights, MD 20028

**CR 22
Resident
1300 Waterford Drive
District Heights, MD 20028

Resident **CR 22
1300 Waterford Drive
District Heights, MD 20028

**Rural Route 05
Postal Customer
1602 Country Lane
Burke, VA 22015

Postal Customer **RR 1505

6. At least 10 spaces must be allowed for carrier route information if it is included with other information on the top line.

.32 Sacking

.321 Carrier Route Sacks. When there are 20 pounds or 1,000 cubic inches of qualifying carrier packages to the same carrier route, the packages must be placed in a carrier route sack. Sacks containing lesser quantities of qualifying packages for the same carrier route may be sacked. Each sack must be labeled in the following manner:

Line 1: City, State and 5-Digit Destination

Line 2: Contents and Carrier Route, or Rural Route, Lockbox Section, or General Delivery Unit.

Line 3: Post Office of Entry and its appropriate ZIP Code

Sample of a Carrier Route Sack Label:

SAN FRANCISCO CA 94133
3C LTRS—CARRIER ROUTE 18
PORTLAND OR 972

.322 Carrier Routes Sacks. All qualifying carrier packages which are not placed in carrier route sacks must be placed in carrier routes sacks labeled to a 5-digit ZIP Code Destination. Each sack must be labeled in the following manner:

Line 1: City, State and 5-Digit Destination

Line 2: Contents followed by the words *CARRIER ROUTES*

Line 3: Office of Mailing

Sample of a Carrier Routes Sack Label:

SAN FRANCISCO CA 94133
3C LTRS—CARRIER ROUTES
BOSTON MA 021

667.4 Bundling Instead of Sacking

.41 Regional Authorization

.411 The Regional Postmaster General for the post office of mailing may authorize dispatch of third-class mail in bundles outside of mail sacks if such preparation is beneficial to the Postal Service. The mailer must submit an application to the postmaster where the mail is to be deposited. The following information must be furnished with the application:

a. Name of publication and frequency of mailing;

b. Identity of post offices to which shipments will be made; and

c. Approximate quantity of copies and number of bundles to each office.

.412 The postmaster will forward the application to the Regional Postmaster General with a detailed explanation of the transportation and processing arrangements. The application will be reviewed by the General Manager, Logistics Division, and by others concerned, in his region and in any other region which will process the mail in order to determine whether intermediate or destination offices are capable of receiving and processing the bundles without increasing overall processing costs. The Regional Postmaster General will notify the postmaster at the office where the mail is to be entered whether the application has been approved or, if not, the reason for denial. The postmaster will send notice of the decision to the mailer.

.42 Bundling Requirements. Mailers bundling instead of sacking mailings must observe the following procedures:

a. Presort by ZIP Code. Mailers must presort mail by ZIP Code separations as required by 667.1.

b. Prepared Like Sacks. Bundles must be prepared on the same basis as sacks (see 667.12) and individual separations within a bundle must be appropriately wrapped or tied to maintain the identity of the separation. The number of bundles should not exceed the number of sacks which would otherwise be used in a mailing, except when those bundles are used in an approved palletized mailing. This may require bundling up to the 40 pound maximum when volume warrants and the mailing is not palletized.

c. Weight and Numbers. The weight of a bundle must not exceed 40 pounds. A bundle must weigh at least 20 pounds or be of at least 1,000 cubic inches in volume. Lesser quantities must be included in bundles for the next lower level of sortation.

d. Labeling. All bundles must be appropriately labeled on top to show destination and contents as required with sacks. Similarly, each separation within a bundle must be identified by labels in accordance with 663.118.

e. Machinable Mailings. Mailings must be machinable by Postal Service sack-sorting equipment unless they consist of matter intended only for local area delivery (same 3-digit ZIP Code prefix). It is the responsibility of the mailer to satisfy the Postal Service that mailings are machinable. This can be verified by having the mailing post office test process ten or more production bundles on two or more passes through a bulk mail center (BMC). Ordinarily, bundles require cross strapping and heavy-guage shrink or stretch wrap to insure their integrity in the mailstream.

f. Local Processing and Delivery. Third-class pieces entered for local processing and delivery (i.e. without being routed through a BMC) need not meet the requirements of 667.32e. However, bundles must be securely bound to withstand handling without breakage or damage and to prevent injury to postal personnel or damage to mechanized sorting systems. If wire is used, it must have rounded edges and flat ends. Binding material must be applied at least once around the length and girth. The use of metal strapping is discouraged because of its possible hazards.

667.5 Palletizing Instead of Sacking

.51 Regional Authorization. The Regional Postmaster General for the post office of mailing may authorize the dispatch of third-class mail on pallets without mail sacks, if such preparation is beneficial to the Postal Service. Applications for palletizing instead of sacking must be made and processed as prescribed in 667.31.

.52 Palletizing Requirements.

.521 Standard Preparation Requirements

a. *General.*—All palletized bulk third-class mailings other than machinable parcels, as defined in 128, must be prepared in accordance with the following standard preparation requirements.

b. *Packages.* Mailers must presort pieces and prepare packages as prescribed in 667.1. The Regional Postmaster General may waive packaging requirements for 5-digit pallets when mailers effectively demonstrate they will prepare pallets to remain intact to their destinations.

c. *Pallets.* Pallets must be made up to the required destinations in 667.1 when the mail load to a destination is either 650 pounds or three feet high. Pallets may also be prepared for the optional destinations described in 667.1. Pallets must not contain more than 2,000 pounds of mail.

.522 Machinable Parcel Preparation Requirements Pallets must be made up to the required destinations described in 667.2 when the mail load to a destination is either 650 pounds or three feet high. Pallets must not contain more than 2,000 pounds of mail.

667.6 Irregular Parcels (SPR's)

.61 Exemptions From Packaging Requirements

.611 Irregular parcels one-half inch or more in thickness need not be made up into packages (as required by 667.11) if the packages would be made up to the same destination as the sacks in which they would be placed. For example, ten or more such irregular parcels which are addressed to the same 5-digit destination need not be packaged if placed in a 5-digit sack; but they must be packaged if placed in a mixed city, SCF, state, or mixed state sack. Likewise, if there are ten pieces for the same SCF, but not to the same 5-digit or mixed city, they need not be packaged if placed in an SCF sack, but must be packaged if placed in a state or mixed state sack. Each separate bulk mailing which is commingled must meet the minimum piece or minimum weight requirements for bulk rates.

.612 Items which are so large that ten or less pieces fill a sack need not be packaged.

.62 Authorizing Commingling. Regional directors of finance may authorize the commingling of several permit mailings of irregular parcels in order to achieve a finer presort provided adequate means are available to ensure that proper postage is paid. This normally will require that the mailings be made under the provisions of 145.8 or 145.9.

.63 Waiving Bundling Requirements. When authorizing commingling, regions may waive the requirements for bundling to 5-digit and 3-digit destinations if doing so results in a finer make-up of at least 50% of the mail.

.64 Labeling Sacks. Sack labels for commingled irregular parcels must be identified with the words *3C COMM IRREG* on the second (contents) line.—*Rates & Classification Dept., 5–1–80.*

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All Offices With City Motorized, Rural or Contract Delivery Routes

MAILBOX IMPROVEMENT WEEK

The Postal Service designates a week during May each year when customers on rural, city motorized, and contract delivery routes are encouraged to examine and improve, where necessary, the appearance of their mailboxes. The week of May 19-24 has been selected this year. The purpose of Mailbox Improvement Week is to call attention to the need for providing mail receptacles which are designed to protect the mail from the weather and are neat in appearance, conveniently located, and safe to use. Neat, attractive mailboxes make a significant contribution to the appearance of the countryside and the streets in suburban areas.

Mailboxes that meet these four important requirements contribute to a more efficient delivery operation, and the result is improved service to the entire route. There are two approved styles of boxes: (1) Traditional design in three standard sizes (see exhibit A), and (2) contemporary design (see exhibit B).

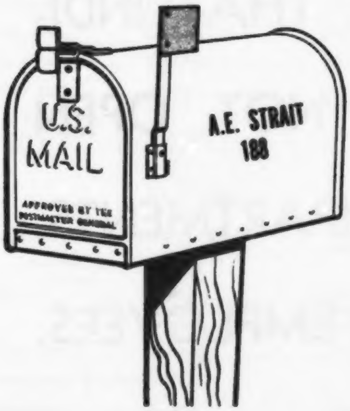
U.S. MAIL
A.E. STRAIT
188
APPROVED BY THE POSTMASTER GENERAL

Exhibit A

Rural Routes

Mailboxes of the approved tradiitonal or contemporary design are required whenever a mailbox is newly installed or an unsuitable receptacle is replaced. Exception: Custom built rural mailboxes may be used if prior approval is made by the postmaster. A list of approved manufacturers of traditional rural or suburban-type boxes appears in section 156.515, Domestic Mail Manual.

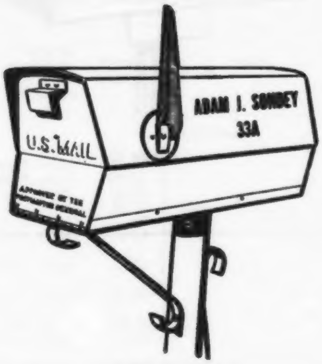
ADAM I. SONDEY
33A
U.S. MAIL
APPROVED BY THE POSTMASTER GENERAL

Exhibit B

Where box numbers are assigned, the box number must be shown on the side of the box visible to the approaching carrier, or on the door where boxes are grouped. Customers should be encouraged to group boxes wherever this is practicable, especially at or near crossroads, at service turnouts, or at other places where a considerable number of boxes are located.

In areas where snow removal is a problem, the use of a semi-arch or extended arm type of support is suggested (see exhibit C). This allows snowplows to sweep near or under boxes without damage to supports and provides easy access to the boxes by carrier and customers.

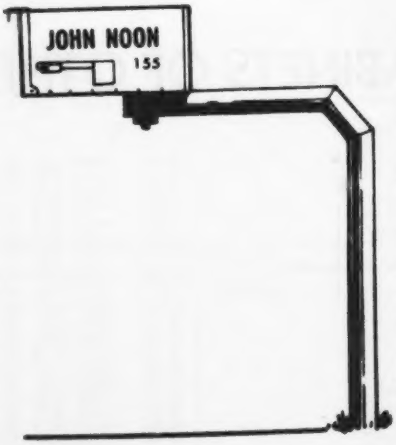

Exhibit C

If the use of street names and house numbers has been authorized, the house number will be shown on the box. If the box is located on a street other than the one on which the customer resides, the street name and house number must be inscribed on the box. In all instances, placing the owner's name on the box is optional. Generally, boxes should be installed with the bottom of the box between 3½ and 4 feet from the roadway. However, due to varying road and curb conditions, and other factors, it is recommended that customers contact the postmaster or carrier prior to initially erecting or replacing their mailbox and support.

City Motorized Routes

On city motorized routes with curbline delivery, it is recommended that the box be either the approved traditional rural type box or an approved suburban box of contemporary design. Boxes designed primarily for use by customers receiving door delivery are difficult to serve efficiently from a vehicle and their use is not encouraged (see exhibit D). However, any box that gives protection to the mail and allows safe, convenient delivery from the carrier's vehicle is acceptable.

Boxes should be installed with the bottom of the box between 3½ and 4 feet from the roadway. Where boxes are not located directly in front of the customer's residence, the house number must be shown on the box.

Contract Delivery Routes

When a mailbox is newly installed or an unsuitable receptacle is replaced on contract delivery routes, an approved box of either the traditional rural type or contemporary design must be installed.

General Requirements

Mailboxes on both rural and contract routes must be located on the right-hand side of the road in the direction traveled by the carrier. The box must be placed and served to comply with state laws and highway and postal regulations. The carrier must have access without having to leave the vehicle. Supports for mailboxes should be of adequate strength and size to properly support the box.

Reports have been received that some mailbox supports are so massive that they are damaging the vehicles and causing serious injuries to people who accidently strike them. The use of heavy metal posts, concrete posts, and miscellaneous items of farm equipment, such as milk cans filled with concrete, should be avoided. The ideal support is an assembly which, if struck, will bend or fall away from the striking vehicle instead of severely damaging the vehicle and injuring its occupants. Boxes and supports should be kept painted and free from rust. Review DMM 156.531, 156.54, 157.32c, and 157.4.

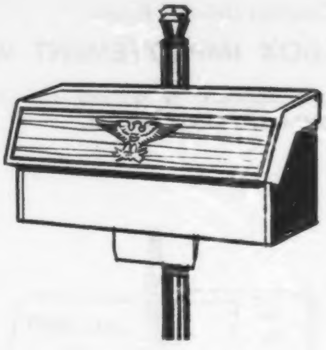

Exhibit D

Publicity

Postmasters are expected to be sure these guidelines and suggestions are given maximum local publicity. Rural, motorized city, and contract route carriers should cooperate and later report the results to the postmaster.—*Delivery Services Dept., 5-1-80.*

MAKE ANNUAL EXAMINATIONS OF ALL LOCKS AND KEYS TO ASSURE THAT INDIVIDUAL CLERKS' KEYS WILL NOT OPEN LOCKED DRAWERS, SAFE COMPARTMENTS, OR STAMP CABINETS OF OTHER EMPLOYEES.

VACANT REGULAR RURAL ROUTES LISTING NO. 80–21

The vacant rural routes listed below will be posted for bid in accordance with the USPS–NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this POSTAL BULLETIN. Those rural carriers having special bidding rights as defined in the USPS–NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	* Route classification and evaluation	Route length
CENTRAL REGION					
Illinois	Crystal Lake	60014	01	43:55 (44H)	28.50
	Woodstock	60098	02	48:16 (44J)	59.05
	Frankfort	60423	04	47:03 (43J)	18.20
	Canton	61520	05	44:04 (44H)	54.70
	Peoria	61601	10	42:17 (42H)	17.20
	Springfield	62703	09	41:18 (41H)	39.90
Indiana	Fort Wayne	46802	03	56:03 (47K)	60.55
Kansas	Junction City	66441	04	48:14 (40K)	65.30
Kentucky	Cave City	42127	03	37:45 (38S)	49.70
	Tomkinsville	42167	03	39:13 (39S)	72.50
Michigan	Ionia	48846	02	42:19 (42H)	64.45
	Osseo	49266	02	40:29 (40S)	64.10
	Holland	49423	09	41:11 (41H)	33.15
Minnesota	Willmar	56201	03	48:38 (45J)	45.65
Missouri	Eureka	63025	04	46:59 (43J)	25.55
	Fulton	65251	03	48:16 (44J)	87.10
	Rush Hill	65280	01	40:39 (41S)	104.45
Nebraska	Palmyra	68418	01	43:57 (44H)	106.05
	Guide Rock	68942	01	37:40 (38S)	113.50
Ohio	Wooster	44691	05	49:37 (45J)	62.10
	New Philadelphia	44663	01	41:49 (42H)	87.70
Wisconsin	Waukesha	53186	05	36:40 (37H)	35.30
	Alma	54610	01	43:56 (44H)	85.30
EASTERN REGION					
Delaware	Felton	19943	01	42:26 (42H)	51.90
Maryland	Westminister	21157	01	46:37 (43J)	41.90
New Jersey	Toms River	08753	03	42:55 (43H)	34.25
New York	Holland	14080	02	45:47 (42J)	46.70
	Ithaca	14850	07	37:23 (37S)	26.00
Pennsylvania	Gibsonia	15044	04	43:11 (43H)	36.20
	Smithfield	15478	03	39:48 (40S)	53.90
	Dubois	15801	02	45:13 (45H)	56.70
	Butler	16001	01	50:51 (42K)	50.60
	Klingerstown	17941	01	29:44 (30S)	57.95
	Chester Springs	19425	02	47:17 (43J)	41.90
Virginia	Charlottesville	22906	08	51:19 (43K)	31.60
	do	22906	10	42:12 (42H)	47.80
NORTHEAST REGION					
Maine	Oxford	04270	02	35:50 (36S)	50.59
	Dover Foxcroft	04426	03	25:40 (26S)	54.81
	Steuben	04680	01	24:04 (24S)	40.20
New Jersey	Freehold	07728	03	45:27 (45H)	48.20
SOUTHERN REGION					
Alabama	Helena	35080	02	43:21 (42H)	41.05
	Pell City	35125	05	36:54 (37S)	64.55
	Birmingham	35203	06	40:14 (40H)	24.80
	do	35203	07	41:53 (42H)	21.60
	do	35203	09	41:08 (41H)	19.55
	do	35203	16	41:06 (41H)	19.75
	do	35203	18	41:44 (42H)	37.80
	do	35203	21	41:36 (42H)	21.60
	do	35203	23	37:52 (38S)	24.40
	do	35203	25	41:46 (42H)	18.05
	do	35203	26	42:05 (42H)	24.45
	Tuscaloosa	35206	03	53:54 (45K)	58.35
	do	35403	04	54:08 (45K)	40.25
	Tayette	35555	06	40:14 (40H)	91.66
	Millport	35576	01	33:11 (33S)	87.10
	Millbrook	36054	03	45:15 (45H)	17.00
	Beatrice	36425	01	31:22 (32S)	72.50
	Grand Bay	36541	02	50:25 (46J)	57.20
	Kinston	36453	02	47:02 (43H)	112.80
	Irvington	36544	01	46:56 (43J)	53.40
	Collinsville	35961	03	37:57 (38S)	91.30
Arkansas	Hope	71801	02	55:40 (46K)	62.60
	Parkin	72373	01	35:20 (35S)	101.80
	Harrisburg	72432	02	39:25 (39S)	100.25
	Booneville	72927	03	41:21 (41S)	95.25
Florida	Ormond Beach	32074	02	45:09 (41J)	40.50
	Panama City	32401	01	52:19 (44K)	90.70
	Graceville	32440	03	46:08 (46H)	97.75
	Pensacola	32501	15	50:20 (42K)	52.10
	Tavares	32778	02	45:33 (46H)	17.75
	Oldsmar	33557	02	36:54 (37H)	17.04
	Palm Harbor	33563	07	47:32 (40K)	31.75
	Clearwater	33515	06	43:31 (44H)	26.90
	Quincy	32351	05	46:01 (46H)	96.00
	Bradenton	33505	08	35:34 (36S)	25.90
	Tampa	33602	06	39:32 (40H)	23.97
	Lakeland	33802	02	43:34 (44H)	42.85
	do	33802	05	50:30 (42K)	44.60
Georgia	Acworth	20101	07	44:00 (44H)	27.95
	Covington	30209	02	47:54 (44J)	44.55
	Dacula	30211	01	46:58 (43J)	57.15
	Louisville	30434	01	47:23 (43J)	91.00
	Athens	30601	05	36:22 (36S)	35.75
	Carlton	30627	01	33:40 (34S)	77.70
	Tignall	30668	01	35:17 (35S)	74.30
	Cordele	31015	04	51:45 (43K)	97.00
	Hawkinsville	31036	02	45:34 (42J)	83.00
	Eastman	31023	01	37:17 (37S)	88.25
	Albany	31706	07	45:00 (45H)	32.30
	Bluffton	31724	01	38:37 (39S)	100.15
	Warwick	31790	01	51:36 (43K)	139.05
Louisiana	New Iberia	70560	04	48:44 (45J)	66.90
	Denham Springs	70826	10	35:06 (35S)	32.90
	West Monroe	71291	01	47:58 (44J)	59.10
Mississippi	Yazoo City	39194	06	47:42 (44J)	37.00
	Lyon	38645	01	38:27 (38S)	87.09
	Fulton	38843	03	45:58 (46H)	85.75
	Charleston	38921	02	40:57 (41S)	100.80
	Canton	39046	02	42:46 (43H)	73.93
	Raleigh	39153	01	40:51 (41S)	79.60
	Gulfport	39503	03	53:18 (44K)	55.15
	do	39503	08	44:03 (44H)	15.80
	Bay St. Louis	39520	04	45:12 (41J)	39.80
	do	39520	05	38:38 (39S)	50.85
North Carolina	Charlotte	28208	08	46:41 (43J)	35.00
	Gastonia	28052	06	35:01 (35S)	41.00
	do	28052	07	38:01 (38S)	27.00
	Harrisburg	28075	01	43:17 (43H)	44.00
	Clinton	28328	02	46:06 (46H)	67.15
	Lumberton	28358	06	51:50 (43K)	71.55
	Leland	28451	01	40:30 (41H)	54.00
	Hickory	28601	06	47:10 (43J)	30.00
	Boone	28607	05	47:56 (40K)	46.00
	North Wilkesboro	28659	01	46:36 (43J)	49.00
	Lexington	27292	17	40:50 (41H)	51.90
Oklahoma	Chickasha	73018	02	42:50 (43H)	54.25
	do	73018	03	43:50 (44H)	82.25
	Norman	73070	03	43:00 (43H)	67.30
	Wynnewood	73098	01	40:24 (40S)	96.20
	Stroud	74079	01	36:57 (37S)	78.05
	Tulsa	74101	16	35:02 (35S)	34.90
	do	74101	11	51:45 (43K)	40.15
	Oklahoma City	73125	15	43:16 (43H)	42.09
	Hooker	73945	02	28:33 (29S)	92.75
	Cameron	74932	01	47:27 (43J)	111.75
South Carolina	Mullins	29574	04	45:41 (46H)	50.10
Tennessee	Mount Juliet	37122	08	45:19 (42J)	27.45
	Lancing	37770	02	34:46 (35S)	86.05
	Maryville	37801	05	48:47 (45S)	42.50
	Knoxville	37901	18	42:51 (43H)	39.45
	Maryville	37801	03	50:46*(42K)	58.95
	Sneedville	37869	02	36:45 (37S)	75.90
	Brownsville	38012	06	37:10 (37S)	63.35
	Collierville	38017	02	53:57 (45K)	83.98
	Somerville	38068	03	44:54 (45H)	82.90
	Gleason	38229	02	36:21 (26S)	65.00
	Enville	38332	03	44:17 (44H)	99.50
	Medina	38355	01	41:34 (42H)	66.35

VACANT REGULAR RURAL ROUTES TO BE POSTED—Continued

State	Name of Post Office	ZIP Code	Route No.	* Route classification and evaluation	Route length
	Etowah	37331	02	52:52 (44K)	60.84
	Signal Mountain	37377	03	37:06 (37S)	54.10
	Tracy City	37387	01	51:16 (43K)	102.75
	Lenoir City	37771	02	46:05 (42J)	69.90
	Morristown	37814	09	43:43 (44H)	44.25
	Rockwood	37854	04	47:41 (44J)	68.95
	Knoxville	37901	20	47:28 (44J)	38.25
Texas	Chilton	76632	01	22:31 (28S)	47.90
	Conroe	77301	03	53:51 (45K)	69.60
	do	77301	10	40:16 (40H)	18.75
	do	77301	11	46:21 (42J)	26.10
	Humble	77338	02	42:20 (42H)	18.95
	Montgomery	77356	01	36:35 (37S)	81.50
	Elgin	78621	01	54:25 (45K)	104.95
	Nacogdoches	75961	04	48:49 (45J)	59.70
	Goldthwaite	76844	02	42:04 (42S)	87.00
	McAllen	78501	04	46:06 (42J)	46.70
	Floydada	79235	03	37:31 (38S)	101.75
	do	79235	04	38:23 (38S)	104.40
	Anson	79501	03	32:52 (33S)	92.35
WESTERN REGION					
California	Thousand Oaks	91360	01	42:06 (42H)	50.30
	Stockton	95205	04	45:21 (42J)	81.50
Colorado	Colorado Springs	80901	07	35:28 (35H)	30.00
	Delta	81416	01	52:27 (44K)	69.80
Idaho	Buhl	83316	03	51:30 (43K)	87.85
Oregon	Astoria	97103	01	46:45 (43J)	61.40
Washington	Graham	98338	04	36:38 (37H)	28.40

*The "Route Classification and Evaluation" published in this POSTAL BULLETIN may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

—Labor Relations Dept., 5-1-80.

UNIFORM PROGRAM—LICENSED VENDOR LISTING

Each of the following uniform vendors has received a vendor's license since distribution of Publication 136, *Licensed Vendor Listing*. These lists must be posted where they are readily available for employee's perusal.

Bob Evans Shoes	Mansion Mall Shopping Center	Popular Bluff	MO	63901
Dolphins Shoe Service	210 So. Main Street	Lodi	WI	53555
J. & J. Uniforms	2229 Moss Street	Lafayette	LA	70501
Life Uniform Shop	Route 2, Quaker Bridge Road	Lawrenceville	NJ	08648
Moore's	216 Englewood Drive	Fairfield	AL	35064
Ole Sarge's Boot Barn	1020 N. 9th Avenue	Pensacola	FL	32501
Red Wing Shoe Store	17938 Halsted	Homewood	IL	60430
Red Wing Shoe Store	3304 Gallatin Road	Nashville	TN	37216
Sam's Shoes	Valley Plaza Shopping Center	Popular Bluff	MO	63901
Samuel Schneider	14334 Killion Street	Van Nuys	CA	91401
Stinnette Uniform Sales, Inc.	135 Industrial Avenue	Greensboro	NC	27406
Tall City Uniforms	1220 N. Midkiff	Midland	TX	79701
The Shoe Box	2533 S. Adams	Tallahassee	FL	32301
Younggren's Shoes	422 Main Street	Keokuk	IA	52632

—Labor Relations Dept., 5-1-80.

DEPARTMENT OF DEFENSE

Statement of Support for the Guard and Reserve

We recognize the National Guard and Reserve as essential to the strength of our nation and the maintenance of world peace. They require and deserve the interest and support of the American business community, as well as every segment of our society.

In the highest American tradition, these Guard and Reserve forces are manned by civilians. Their voluntary service takes them from their homes, their families and their occupations. On weekends, and at other times, they train to prepare themselves to answer their country's call to active service in the United States armed forces.

If these volunteer forces are to continue to serve our nation, a broader public understanding is required of the total force policy of national security — and the essential role of the Guard and Reserve within it.

The Guard and Reserve need the patriotic cooperation of American employers in facilitating the participation of their eligible employees in Guard and Reserve programs, without impediment or penalty.

We therefore join members of the American business community in agreement that:

1. Our employees' job and career opportunities will not be limited or reduced because of their service in the Guard or Reserve;
2. Our employees will be granted leaves of absence for military training in the Guard or Reserve without sacrifice of vacation time; and
3. This agreement and the resultant policies will be made known throughout the organization and announced in publications and through other existing means of communication.

Harold Brown
Secretary of Defense

Chairman
National Committee for Employer Support of the Guard and Reserve

Title: Postmaster General
U.S. Postal Service
Employer

April 9, 19 80

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MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices, including Inspection Service Forms 577, should be destroyed when the numbers listed appear in the Postal Bulletin. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below). Destroy PB 21242 listing. **B. Old Style.** (Gray). **C. Counterfeit.** The listing from PB 21240 remains valid for both B. and C.

165 705 7000 to 7999
199 567 1359 to 1999
203 297 6000 to 7499
203 619 3700 to 3999
204 108 8000 to 9999
206 493 4600 to 4799
206 793 5600 to 6499
208 287 8700 to 8899
209 728 2600 to 3099
210 868 4500 to 4699
211 238 0459 to 0999
211 436 5608 to 5699
211 527 2600 to 3099
213 123 9827 to 9999
213 578 4229 to 4399
213 822 5800 to 6299
214 159 4800 to 4999
215 532 5100 to 5399
215 538 0200 to 0499
216 678 6072 to 6999
217 210 7100 to 7299
217 241 5400 to 5799
217 268 2574 to 2699
217 667 3400 to 3599
217 672 4200 to 4599
217 902 4181 to 4299
218 755 4591 to 4699
220 350 0000 to 0999
221 371 4600 to 4999
221 626 2100 to 2299
221 661 5318 to 5499
222 224 8100 to 8499
222 536 2000 to 2299
224 057 4061 to 4299
224 206 6395 to 6499
224 554 9830 to 0399
225 268 1655 to 1799
225 711 9700 to 9999
225 712 0000 to 0999
225 767 2000 to 2299
227 097 4600 to 4699
227 254 9800 to 0099
227 611 4000 to 4599
228 660 5976 to 5999
229 117 4866 to 4999
229 346 9900 to 9999
229 434 3500 to 3599
229 531 9700 to 9899
229 563 1918 to 1999
229 576 1732 to 1799
229 576 1800 to 1899
229 585 4570 to 4599
230 406 2975 to 2999
230 577 6515 to 6599
230 826 8683 to 8799
231 126 6475 to 6499
231 147 0883 to 1499
231 525 7893 to 7999
231 651 8280 to 8299
231 725 2789 to 2799
231 770 2751 to 2762
231 873 7928 to 7999
232 295 7249 to 7599
232 319 6535 to 6599
232 426 6620 to 6699
232 665 0292 to 0399
233 262 7907 to 7999
233 407 5872 to 5899
233 453 8902 to 8929
233 516 6100 to 6199
233 638 1200 to 1799
233 845 9000 to 9099
234 031 6456 to 6999
234 064 8437 to 8499
234 261 4500 to 4599
234 431 3655 to 3699
234 500 2944 to 2999
234 659 4000 to 4199
234 659 8700 to 8999
234 742 1948 to 1999
234 802 1060 to 1199
234 997 1000 to 1599
235 254 2060 to 2099
235 439 6181 to 6299
235 644 7061 to 7099
235 925 8767 to 8799
236 145 5082 to 5099
236 388 4842 to 5099
236 467 6573 to 6599
236 566 2555 to 2599
236 576 9520 to 9599
236 656 6422 to 6499
236 755 8000 to 8099
236 937 5803 to 5999
236 941 5400 to 5499
237 413 7500 to 7599
237 423 4111 to 4199
237 457 5600 to 5699
237 457 5800 to 5899
237 574 8657 to 8799
237 702 6823 to 6899
237 702 6921 to 6999
238 165 7700 to 7799
238 169 7587 to 7599
238 377 4508 to 4599
238 377 4607 to 4699
238 586 3100 to 3299
239 199 0700 to 1099
239 204 9916 to 9999
239 481 4728 to 4799
239 549 7116 to 7499
239 575 2000 to 2199
239 596 4800 to 4999
239 640 5708 to 5728
239 724 1489 to 1499
239 985 7000 to 7499
240 042 3151 to 3169
240 108 6501 to 6599
240 252 6400 to 6899
240 256 2900 to 3199
240 559 4363 to 4399
240 639 3561 to 3599
240 855 7000 to 7099
240 901 5900 to 5999
241 081 9274 to 9299
241 224 7209 to 7299
241 685 5124 to 5199
241 694 1800 to 1899
241 753 7766 to 7799
241 902 2600 to 2799
242 021 2262 to 2499
242 327 4984 to 4999
242 576 1609 to 1699
242 585 4155 to 4299
242 591 4500 to 4699
242 605 0000 to 0999
242 621 8314 to 8399
242 781 0789 to 0799
242 816 1337 to 1399
243 112 4109 to 4120
243 228 7200 to 7499
243 766 6730 to 6799
243 805 0000 to 0299
243 906 7800 to 8199
244 299 2000 to 2199
244 366 8800 to 8899
244 381 3024 to 3099
244 525 0719 to 0799
244 657 7700 to 7899
244 678 2333 to 2499
244 742 7748 to 7799
244 743 7100 to 7399
244 895 5575 to 5599
245 103 9300 to 9399
245 103 9400 to 9499
245 118 6754 to 6768
245 279 1420 to 1499
245 279 1510 to 1599
245 591 1626 to 1799
245 695 0346 to 0399
245 973 2677 to 2699
246 076 7300 to 7399
246 155 4048 to 4099
246 155 5000 to 5499
246 402 6511 to 6599
246 608 6300 to 6399
246 609 9545 to 9799
246 741 2082 to 2099
246 816 2600 to 2699
246 973 1372 to 1399
247 012 0500 to 0599
247 066 9300 to 9399
247 113 5635 to 5699
247 490 1960 to 1999
247 490 2086 to 2099
247 497 4000 to 4099
247 544 0200 to 0214
247 575 4400 to 4499
247 929 6417 to 6799
247 983 1511 to 1899
248 120 4322 to 4399
248 244 7246 to 7299
248 317 7624 to 7699
248 397 2163 to 2199
248 423 4864 to 4999
248 440 7916 to 7971
248 718 7317 to 7399
249 680 4872 to 4899
249 945 6900 to 6999
249 996 6000 to 6099
249 996 6300 to 6499
250 452 4971 to 4999
250 483 0600 to 0699
250 547 7046 to 7099
250 565 7029 to 7099
250 833 7200 to 7399
250 951 4340 to 4363
250 991 9778 to 9799
251 518 6281 to 6399
251 964 6056 to 6199
251 997 2913 to 2999
252 171 2041 to 2056
252 206 2101 to 2199
252 206 9532 to 9599
252 235 4400 to 4499
252 235 4581 to 4899
252 238 2299 to 2499
252 432 6988 to 6999
252 891 1159 to 1199
253 175 2670 to 2699
253 192 7311 to 7399
253 293 5931 to 5940
253 446 4033 to 4099
253 547 6013 to 6049
253 547 6054 to 6099
253 747 6924 to 6999
254 107 8590 to 8599
254 107 8913 to 8999
254 259 8867 to 8899
254 259 8951 to 9099
254 740 8408 to 8445
255 150 5300 to 5399
255 176 5373 to 5399
255 276 0949 to 0999
256 193 4000 to 5499
258 480 2600 to 2899
258 618 0254 to 0299
259 227 0000 to 1499
259 745 1300 to 1499
800 502 3000 to 3999
800 941 7900 to 7999
801 278 3600 to 3999
801 579 6056 to 6098
801 629 1900 to 1999
802 029 5199 to 8999
802 265 0575 to 1999
802 774 0000 to 4999

UNITED STATES POSTAL SERVICE
WASHINGTON, D.C. 20260
OFFICIAL BUSINESS

PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE, $300

U.S.MAIL

FIRST CLASS

Schedule. The Postal Bulletin is published every Thursday by the Directives and Forms Division of the U.S. Postal Service, Washington, DC 20260.

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Index. A quarterly index of Bulletin articles appears early in the months of January, April, July, and October.

Orders.

Public sale:

Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402
Single copy: 70 cents
Subscription: $35, $8.75 additional for foreign mailing

Postal facilities:

For one time orders, send Form 7380 to the Eastern Area Supply Center.

To change quantity received, send Form 1286 to the Directives and Forms Division, giving justification.

21244

UNITED STATES POSTAL SERVICE U.S.MAIL

postal bulletin

PB 21244—May 8, 1980—16 Pages

National Transportation Week

On April 28, 1980, President Carter proclaimed the week of May 12 National Transportation Week and May 12, 13, 14, and 15 as National Energy Conservation Days. Each day is to be dedicated to a specific action involving transportation that saves energy:

Monday, May 12 will be National Public Transit Day

Tuesday, May 13 will be National Drive 55 Day

Wednesday, May 14 will be National Driver Efficiency Day

Thursday, May 15 will be National Ridesharing Day

By using public transit, by observing the 55 mile per hour speed limit, by driving efficiently, and by joining carpools and vanpools, we can contribute greatly to the wise use of our limited energy resources. As a nation, transportation consumes half of our petroleum fuel. The Postal Service is a large energy user and it is our responsibility to use it prudently.

The security of our nation and the vitality of our economy demands that we conserve energy. I urge all postal employees to observe these days in recognition of the vital role that transportation plays not only in the Postal Service but also in our daily lives and in the future of an energy secure America.

Wm. F. Bolger,

Postmaster General.

Registered Mail Packaging

There are numerous reports of registered mail parcels broken open during transit. Parcels containing high density items, such as coins, must be packaged in containers sufficiently reinforced to prevent rupturing during transit.

High density articles must be packaged so as not to exert more than 60 pounds per square foot pressure on the smallest side of the container. These items should be packaged in fiberboard boxes constructed of a minimum 200 pound test board or in equivalent wood, metal or plastic containers. The package should be closed by staples, heat shrinking, adhesives, or tape. Boxes should be reinforced or banded with gummed reinforced paper tape, pressure sensitive filament tape, or firmly applied nonmetallic banding. Interior containers should be used, as required, so that packages will maintain their integrity without damage to the contents if dropped once on the smallest side on a solid surface from a height of three feet.

Caution all acceptance employees to accept only parcels which can be expected to tolerate the stress of transportation and handling.—*Rates & Classification Dept., 5–8–80.*

Canal Zone

This is to inform employees that effective October 1, 1980, the following procedures will apply to items mailed to areas comprising the former Canal Zone:

Mail showing a Canal Zone address *will not* be accepted.

Domestic postage rates will apply only to items addressed to military post office addresses in the Republic of Panama.

International postage rates, fees, and available special services specified in Publication 42, *International Mail,* apply to mail having a Republic of Panama address.—*Rates & Classification Dept., 5–8–80.*

International Mail—Iran

Under new regulations of the Treasury Department's Office of Foreign Assets Control, merchandise exported to Iran by mail in letter packages, small packets, and parcel post is **limited to food, medicine, medical supplies, or donations of clothing intended to relieve human suffering.** Employees are to advise mailers that NO merchandise, other than the articles specified above, may be mailed to Iran.

The size, weight, mailing requirements, and the other prohibitions and restrictions prescribed for Iran in Appendix B, Publication 42, *International Mail,* remain applicable to all classes of international mail destined to that country.—*Rates & Classification Dept., 5–8–80.*

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MAY 20 1980
U. S. GOVT. PU
DEPOSITORY 376

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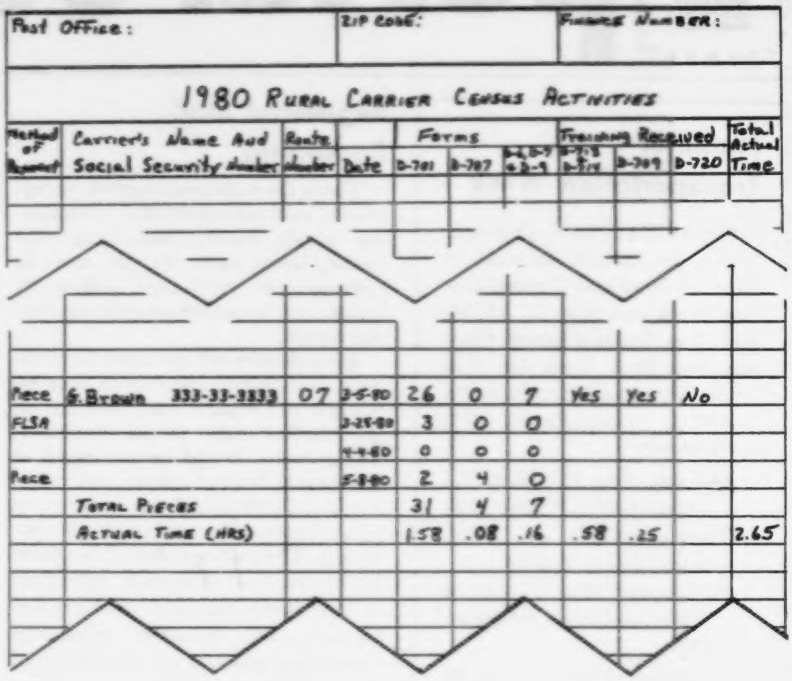
RURAL CARRIER PAYMENT—CENSUS MAILINGS

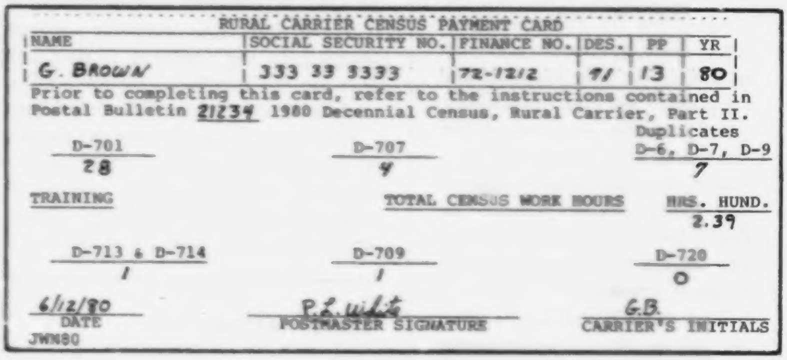


Post Office:
ZIP Code:
Finance Number:

1980 Rural Carrier Census Activities

Method of Payment	Carrier's Name And Social Security Number	Route Number	Date	Forms D-701	D-707	D-6, D-7 & D-9	Training Received D-713 D-714	D-709	D-720	Total Actual Time
Piece	G. Brown 333-33-3333	07	3-5-80	26	0	7	Yes	Yes	No	
FLSA			3-25-80	3	0	0				
			4-4-80	0	0	0				
Piece			5-8-80	2	4	0				
	Total Pieces			31	4	7				
	Actual Time (HRS)			1.58	.08	.16	.58	.25		2.65

Exhibit A



RURAL CARRIER CENSUS PAYMENT CARD

NAME	SOCIAL SECURITY NO.	FINANCE NO.	DES.	PP	YR
G. BROWN	333 33 3333	72-1212	91	13	80

Prior to completing this card, refer to the instructions contained in Postal Bulletin 21234 1980 Decennial Census, Rural Carrier, Part II.

D-701: 28
D-707: 4
Duplicates D-6, D-7, D-9: 7
TRAINING
TOTAL CENSUS WORK HOURS
HRS. HUND.: 2.39
D-713 & D-714: 1
D-709: 1
D-720: 0
DATE: 6/12/80
POSTMASTER SIGNATURE: P.L. White
CARRIER'S INITIALS: G.B.
JWN80

Exhibit B

Postal Bulletin 21234 (2-28-80) required managers of rural delivery routes to count and maintain a record of the following census mailing functions performed by each carrier:

1. Completing Forms D-701, Post Office Report of Missing Delivery (blue card).
2. Correcting Forms D-707, Post Enumeration Post Office Check (address card).
3. Marking as duplicate Forms D-6 and D-7, Census Mailing Pieces; and Forms D-9, Census Reminder Cards, (on March 5 or March 28, 1980, only).
4. Training associated with the casing check and delivery of the mailing pieces (Census Instructions D-713 and D-714).
5. Training associated with the Post Enumeration Post Office Check on Address Cards, D-707 (Census Instructions D-709).
6. Training associated with the Update List/Leave Experimental Program (Census Instruction D-720).

You will shortly receive a special timecard entitled *Rural Carrier Census Payment*, for each regular rural carrier and each substitute rural carrier in your office. These cards are for use during pay period 13 only and are to be used to report the functions noted above. Submit the cards to the postal data center the week of June 9. Report only those functions for which each carrier is due reimbursement at the piece rate. Do not report those functions for which carriers received reimbursement at the hourly or FLSA overtime rate. Carriers due reimbursement at the hourly or FLSA overtime rate should have received the appropriate compensation on their regular salary checks for the pay period in which such compensation was earned. Submit to the postal data center only those *Rural Carrier Census Payment* cards for carriers who are entitled to reimbursement at the piece rate.

Exhibit A is an example of the information that could appear on the record maintained for a carrier's Census activities.

Based upon this example, the sample Rural Carrier Census Payment card pictured in Exhibit B shows the proper method of reporting the information called for when the carrier is due compensation at the piece rate for some activities but has already received FLSA overtime pay for other activities.

Exhibit B shows that three of the Forms D-701 were prepared either on a day the carrier worked more than 12 hours or had total workhours for the week in excess of 56; therefore, only 28 should be entered on the card.

The entry on the card (Exhibit B) calling for total actual hours differs from that appearing on the record of census activities (Exhibit A), because the carrier has already been compensated for some of that time. The three Forms D-701 which were mentioned previously represent 9.7% of the total number of D-701s prepared. The actual time recorded for the completion of those forms was reduced by a like percentage, to arrive at a figure for which compensation had not been paid. Though no payment will be made for these hours, their accuracy is important because of the effect they may have on the carrier's total workhours for the guarantee period.

Payment for the data reported on these cards will be included in the Pay Period 15-80 salary checks. The earnings statement will indicate *Census Payment Included.*

The records of individual carrier's Census activities must be filed in the local post office and retained for two years.—*Delivery Services Dept., 5-8-80.*

INSPECTION CHECKLIST

POST OFFICE	DATE OF INSPECTION	INSPECTED BY

	EVALUATION FACTOR	YES	NO	COMMENTS
A. EXTERIOR	1. Is the flag on display, clean, and in good condition?			
	2. Is the flagpole in good condition and is the halyard functional?			
	3. Has interior and exterior of windows been cleaned?			
	4. Are the exterior areas and approach free of litter and extraneous material?			
	5. Are the doors painted or polished *(as applicable)*?			
	6. If applicable, are lawns cut and shrubbery trimmed?			
	7. Is the dock area clean?			
B. LOBBY	8. Are the vestibule and patrol area floors clean?			
	9. Are the lobby walls clean? Have all notices taped to walls, columns, etc. been removed?			
	10. Are all lobby postings restricted to bulletin boards?			
	11. Is the screen line clean?			
	12. Is the box line clean and polished?			
	13. Is the lobby lighting clean, functional and adequate?			
	14. Is the wall clock face clean?			
	15. Are lobby wastepaper baskets available and lined?			
	16. Are the customer desks clean?			
	17. Are sand urns and ashtrays available?			
	18. Are the required lobby signs posted?			
C. OFFICES	19. Has extraneous material been removed from tops of cabinets, corners, etc.?			
	20. Have obsolete forms and supplies been destroyed?			
	21. Have excess quantities of current materials been returned to supply centers?			
D. WORKROOM	22. Is the window clerk counter area neat and clean?			
	23. Is the workroom floor clean?			
	24. Are separation cases clean and painted?			
	25. Are emergency exit accesses clear and free?			

INSPECTION CHECKLIST *(Continued)*

	EVALUATION FACTOR	YES	NO	COMMENTS
D. WORKROOM *(Cont.)*	26. Has extraneous matter been removed from tops of cases and cabinets?			
	27. Are walls, ducts and ceilings clean?			
	28. Are trash containers in the workroom available, in ample supply, lined, and clean?			
	29. Are ash trays available?			
	30. Are walls free of postings, tape, etc.?			
	31. Are visual aids in good condition, clean, and are they necessary?			
	32. Has the area been purged of all excess equipment?			
	33. Are venetian blinds or window coverings functional and clean?			
	34. Are window sills free of material and clean?			
	35. Are heating and/or ventilating equipment, grilles, etc., clean?			
	36. Are breakout passages free and clear of equipment and material?			
E. LUNCHROOM/LOCKER ROOM	37. Are tops of lockers clean and free of debris?			
	38. Are the inside of lockers neat and clean? *(Spot Check)*			
	39. Are table tops clean?			
	40. Are vending machines and the floor around them clean?			
	41. Are lights clean?			
	42. Are rest rooms clean?			
F. GENERAL	43. Are towels, soap, and toilet tissue available?			
	44. Are toilet fixtures in good condition and functional?			
	45. Are delivery vehicles clean and free of unneeded material?			
	46. Are equipment and materials stored and inventoried by category?			
	47. Are custodial and/or office supplies consolidated and neatly stored?			
	48. Is all window glass intact?			
	49. Do the conditions observed reflect that the employees are co-operating satisfactorily in keeping the building clean and neat?			
	50. Have the rules and guidelines regarding wearing of uniforms been reviewed with employees and are employees complying?			
G. TALLY	A. NUMBER OF "YES" FACTORS			B. NUMBER OF "NO" FACTORS
	Rating ______________ x 100% =			

CLEANUP WEEK

The week of June 9–13, 1980, has been designated as Cleanup Week in Postal Service facilities nationwide. This campaign needs the cooperation of all employees to be successful. Primary emphasis of the campaign will be in disposing of obsolete and unused equipment, certain records and files, returning excess supplies and equipment to storage or supply centers, and cleaning all interior and exterior areas of the building.

The following procedures provide the basic criteria for accomplishment of the campaign. A 50-item inspection checklist is on pages 3 and 4.

All postmasters or designated representatives must complete the checklist for all buildings under their jurisdiction. File the completed checklist at the local post office. Each office should begin preparation now in order to have the cleanup in full swing when the campaign starts.

I. Records Disposal

A. Review Officer. Appoint a records review officer at each office and at those sections of larger offices which maintain major files accumulations.

B. Control Schedules. Review records control schedules in Exhibit 351.31 of the ADMINISTRATIVE SUPPORT MANUAL (ASM), and current records preservation instructions that are in effect.

C. Eligible Records. Apply instructions and destroy records eligible for disposal. Transfer from active office space to inactive storage areas records which are not required for active reference and which are not yet eligible for disposal. Maintain a record of cubic feet of records destroyed or transferred, required in ASM 351.8. Note that records containing information about individuals must be destroyed, not simply discarded as waste (ASM 351.7).

D. Forms and Publications. Review supplies of blank forms, publications, etc. Destroy superseded and obsolete copies. Return to stock current copies which are excess to the needs of the office.

(Note precaution under II.E.1 below).

NOTE: Records preservation instructions in effect take precedence over records control schedules. Records covered by such instructions will not be destroyed until further notice. (See Postal Bulletin 21219, November 1979)

II. Equipment and Supplies

A. Search and Identify:

1. unreported excess;
2. poorly utilized equipment and space;
3. idle equipment not a part of valid reserve stocks;
4. misused equipment; and
5. unserviceable or obsolete equipment which should be disposed of.

B. Scrap

1. Items that are not economically repairable shall not be retained. It is seldom profitable to USPS to repair or dispose of by sale those low cost items (e.g., acquisition cost of $50 or less) which are in a damaged non-operable condition.

2. Initiate immediate disposition of junk and scrap material. Material determined to be junk or scrap must be moved directly to local area dumps after obtaining authorization for local disposal from officials listed in ASM 728.2. In the case of inventoried capital items, Form 969, *Disposal of Personal Property-Capital Items,* must be prepared and processed as described in ASM 728.35.

3. Use municipal or postal vehicles when available to transport junk or scrap to local area dumps. When such facilities are not available, employ private services.

C. Misused and Unused Equipment

1. If equipment items were not used during the 1979 Christmas mailing season, it must be assumed that no valid requirement exists.

2. Issue instructions to immediately eliminate use of mailhandling equipment, particularly skids, nutting trucks and hampers, for storage areas.

3. Institute program to locate and inspect major items of equipment—conveyors, hamper dumpers, twine tying machines, and cancelling machines—and take one or more of the following actions.

a. Put to proper use immediately.

b. Place in proper storage when the equipment cannot be used in 30 days or less:

(1) Consolidate storage where feasible;

(2) Identify standby and seasonal requirements;

(3) Isolate and report excess. (See ASM 727.3)

c. Repair items that are economically repairable.

d. Dispose.

D. Stored, Intermingled Property

1. Implement program to locate and inspect idle equipment and material now intermingled in various storage areas.

2. Upon inspection, segregate material and take one or more of the following actions:

a. Put into use.

b. Properly store:

(1) Consolidate storage where feasible;

(2) Identify standby and seasonal requirements;

(3) Isolate and report excess. (See ASM 727.3)

c. Repair.

d. Dispose.

E. GSA Stores Stock. Bulk quantities of new, unused GSA stores stock items in original containers may be returned to GSA supply depots. USPS will be credited at current GSA Stores Stock Catalog prices. Make arrangements with GSA for return, documentation, and credit for excess GSA stores stock items.

F. Supply Center Stock

1. Because many of your excess supplies and forms may be obsolete, you must check with the supply centers before returning these excess items to them. Do not ship excess supplies and forms to the supply centers until you receive approval of your request.

2. See ASM 727.3 for instructions in handling excess expendable USPS supply center items.

G. Update Records

1. Update excess listings of retained equipment.

2. Report changes in accountability for equipment removed on Form 969 when required.—*Engineering & Technical Support Dept., 5-8-80.*

Carrier Route Presort—Verification of Make-up

Mailers and USPS employees at mailer's plants continue to advise that many delivery units do not understand the rules for verifying the make-up of carrier route presort mail. Two points must be remembered:

1. Carrier route presort mail is not necessarily walk-sequenced;

2. Verification must be made against the current official delivery scheme.

Walk-sequencing is generally used by *resident/occupant* mailers, some *name list* mailers use it also. Obviously, walk-sequenced mail will be made-up to carrier route. It may qualify for the special presort rate, but walk-sequencing is not one of the qualifications.

Official delivery schemes are published twice a year from data collected almost continuously by CRIS. The publication dates are February 15 and July 15. Many mailers have requested, and should automatically receive updated hard copy schemes as processed by CRIS. Mailers are not required to correct their files when the updates are received.

Presently, and until June 1, 1980, the effective official delivery schemes for carrier route presort mail are those dated October 15, 1980. After June 1, the new official schemes now being published will become the basis for making up presort mailings.—*Delivery Services Dept., 5-8-80.*

Postmaster Requests for Review Moratorium

An extension of the Workload Service Credit concept is planned for associate office postmasters EAS-24, 26, and 27. Implementation is tentatively scheduled for June 30, 1980. As a result, a moratorium on requests for review of office ranking is effective immediately for associate post offices EAS 22-27. An announcement will be published when reviews are resumed.—*Employee Relations Dept., 5-8-80.*

Step 9, Phased Postage Rates

Pursuant to the requirements of the Postal Reorganization Act (Public Law 91-375 as amended by Public Law 93-328; Public Law 94-421), the rates below will be implemented effective at 12:01 a.m., July 6, 1980. These are the only domestic rates affected by the phase-in. All other domestic rates remain the same.

Post offices with second-class entries will receive a shipment of the February 1980 edition of Form 3541, *Statement of Mailing—Second-Class Publications,* before July.

These rate schedules are numbered and arranged as they will appear in the DOMESTIC MAIL MANUAL (DMM).

ACCEPTANCE OF 3.1-CENT EMBOSSED ENVELOPES AND ENVELOPES BEARING 3.1-CENT PRECANCELED STAMPS FOR THIRD-CLASS BULK MAILINGS

Precancel permit holders may have a supply of 3.1 cent precanceled embossed envelopes and 3.1-cent precanceled stamps on hand when the new third-class bulk rates are implemented. These envelopes and stamps may be accepted until Sept. 1, 1980, providing the additional postage is paid as described below.

The difference in postage between the amount on envelopes and the new rates must be paid before the mailing is accepted. This difference in postage may be paid by affixing a meter impression or meter strip to the individual pieces of mail, or by affixing regular postage stamps or a meter strip, for the total postage difference, rounded to the next higher full cent, to Form 3602-PC, *Statement of Mailing, Bulk Rates.* Weigh room personnel will verify the computations on Form 3602-PC, assure that the proper additional postage is affixed, and cancel the postage stamps (if used).

Postmasters at offices other than the office of origin finding these precanceled stamps or envelopes in the mail stream are to assume that the difference in postage was paid at the time of mailing.

ACCEPTANCE OF BULK THIRD-CLASS MAILINGS WITH POSTAGE PAID BY METER

Bulk mailers may have a supply of envelopes or containers with metered postage affixed at the old rates. These envelopes and containers may be accepted until September 1, 1980, providing they comply with the requirements in DMM 144.473. The required additional postage will be collected following the procedures described above for mailings made with 3.1 cent embossed envelopes.

Chapter 4, Second-Class Mail

411 Rates

411.2 In-County Rates

.21 General Application. In-county rates apply to copies of publications which are to be delivered to addressees within the county of publication, if such copies are:

a. Mailed at the office of original entry; or

b. Mailed at an office of additional entry within the county of publication.

NOTE: If the postmaster of an office of entry directs a publisher to deposit copies of the publication at a postal facility serving that office, those copies shall be considered as mailed at the office of entry. In-county rates are:

Per Piece	1.6¢
Per Pound	3.1¢

411.3 Out-Of-County Rates

.321 Per Pound Rates

b. Science Of Agriculture Exception. When the total number of copies furnished during any 12-month period to subscribers residing in rural areas consists of at least 70 percent of the total number of copies distributed by any means for any purpose, the rate for the advertising portion of copies going to zones 1 and 2 is 9.6¢ per pound.

.322 Per Piece Rates. The five per piece rates reflect the level of presort (see 467). They are:

a. For mailings of 5,000 or more copies per issue:

Level A—Pieces not qualifying for Level B or C (SCF, states, mixed states)	7.0¢
Level B—Packages of six or more addressed pieces (see 467.6, DMM) for 3-digit City/Multi-ZIP City and 5-digit destinations	5.4¢
Level C—Packages of six or more addressed pieces (see 467.6, DMM) for Carrier Route or Finer Sort destinations	4.4¢

b. For mailings of less than 5,000 out-of-county copies per issue:

Level D-material not qualifying for level E	2. 6¢
Level E—Packages of six or more addressed pieces (see 467.6, DMM) 3-digit City/Multi-ZIP City and 5-digit destinations	2. 0¢

Note: Copies of second-class publications that do not qualify for Level B, C, or E must be sorted to the finest extent possible as provided in 467.

.33 Special Nonprofit Rate

.331 Pound Rate. Rates per pound or fraction of a pound:

Nonadvertising portion	6. 4¢
Advertising portion:	
Zones 1 and 2	9. 6¢
Zone 3	10. 3¢
Zone 4	11. 6¢
Zone 5	13. 4¢
Zone 6	15. 2¢
Zone 7	16. 6¢
Zone 8	18. 0¢

Note: The advertising zone rates are applicable to issues in which the advertising portion exceeds 10 percent. Issues containing 10 percent or less advertising shall be computed at the nonadvertising rate.

.332 Piece Rate

The per piece charge is	2. 6¢

.34 Classroom Publications

.341 Pound Rate. Rates per pound or fraction of a pound:

Nonadvertising portion	3. 9¢
Advertising portion:	
Zones 1 and 2	5. 2¢
Zone 3	5. 8¢
Zone 4	7. 0¢
Zone 5	9. 0¢
Zone 6	11. 3¢
Zone 7	13. 1¢
Zone 8	14. 9¢

.342 Piece Rate

The per piece charge is	1. 5¢

Step 9—Phased Postage Rates

Type of Mail Matter	Regular Rates		Special Rates for Authorized Nonprofit Organizations Only (See 623)	
A. Books and catalogs having 24 or more bound pages with at least 22 printed, and seeds, cuttings, bulbs, roots, scions, and plants. Presort level:	Per pound or fraction.	Minimum rate per piece.	Per pound or fraction.	Minimum rate per piece.
Carrier route	36¢ minus 1.7¢ per piece.	6.7¢	17¢ minus 0.3¢ per piece.	3.2¢.
5-digit	36¢	8.4¢	17¢	3.5¢.
All other	36¢	8.4¢	17¢	3.5¢.
B. All Matter (except items in A above) not included in first- or second-class. Presort level:				
Carrier route	41¢ minus 1.7¢ per piece.	6.7¢	20¢ minus 0.3¢ per piece.	3.2¢.
5-digit	41¢	8.4¢	20¢	3.5¢.
All other	41¢	8.4¢	20¢	3.5¢.

Exception: When the postage computed at the bulk third-class rate is higher than a fourth-class rate—for which the matter and the mailing could qualify *except* for weight—the fourth-class rate may be paid without the necessity of adding needless additional weight.

For Example: A catalog which weighs less than 1 pound and which meets all prescribed requirements, other than weight, for fourth-class bound printed matter may be mailed at the fourth-class bound printed matter rate.

All other requirements of bulk third-class remain applicable.

Kind of mail	Rate (without regard to zone)		
	First pound or fraction of a pound	Each additional pound or fraction through 7 pounds	Each additional pound or fraction over 7 pounds
Books; printed music; bound volumes of academic theses; sound recordings; periodicals; other library materials; museum and herbarium materials; 16-millimeter or narrower width films, filmstrips, transparencies, slides, microfilms, scientific or mathematical kits, instruments, or other devices; also, catalogs, guides or scripts for some of these materials. See 725	19¢	7¢	5¢

Exhibit 711.4—Library Rates

—Rates & Classification Dept., 5–8–80.

All Personnel Processing Mail for Dispatch Abroad

Foreign Order Notice 7

Keep all foreign order notices for use as reference.

A tentative *lottery order* has been issued against:

MALTA G.C.

Ta' Xbiex

Jean Azzopardi
Villa "IVYDENE"
Sir Ugo Mifsud Street

IRELAND

Dublin 1

Nufab Ltd.
90 Capel Street

Terenure, Dublin 6

Rose Kelly
3 Mayfield Road

CANADA

Vancouver, B.C.

W. C. Accounting Division
M.P.O. Box 3842
349 West Georgia Street
and
Box 65657—Station F
2160 Commercial Drive

C.C.S. Sales
P.O. Box 3216 and
P.O. Box 3681

Vancouver, B.C. V6B4B5

Barber-Balfe Agencies
Box 5600

Vancouver, B.C. V5R 5S7

St. Laurent Agencies
Postal Station "S"
P.O. Box 76720

Vancouver, B.C. V6B3T2

Lewis and Stone Services
P.O. Box 2104

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to the Postmaster of New York, NY 10001, Attention: Claims, Inquiry and Undeliverable Mail, Room 4508. Do not place any endorsement on the mail pieces themselves.—*Judicial Officer, 5–8–80.*

Report
dangerous
dogs

Domestic First Flight Cachet

United Airlines has announced the following new service routes beginning on June 13, 1980. The flights will provide round trip service between the following cities:

Birmingham, AL to Denver, CO
Columbus, OH to Denver, CO
Columbus, OH to Los Angeles, CA
Dayton, OH to Denver, CO
Dayton, OH to Los Angeles, CA
Denver, CO to Eugene, OR
Detroit, MI to Kansas City, MO

Official cachet and philatelic treatment are outlined in 244.63, Postal Operations Manual.

To prepare and send covers for official philatelic treatment, follow these procedures:

1. Address all covers.
2. Applicable rate of postage per cover is 15 cents for the first ounce, 13 cents for each additional ounce up to 12 ounces.
3. Allow a clear space, 2½ by 2½ inches, on the lower portion of the envelope and to the left of the address, for the cachet.
4. Provide an additional clear space of 1½ inches to the left of the innermost stamp to permit a clear postmark.
5. Include in each envelope a uniform enclosure of the approximate thickness of a postal card to assure a good impression.
6. Enclose the prepared covers in another envelope and indicate segment desired by pencil notation in the upper right hand corners of the covers.
7. Mail the covers to reach the office applying the cachet no later than three days before the scheduled date of the flight.
8. Endorse the lower left corner of the outer envelope containing the covers with *First Flight Covers* for easy identification, and address as follows:

Cachets to be applied by	*Send covers to*
Birmingham City Post Office	Postmaster Main Post Office Birmingham, AL 35203
Denver City Post Office	Postmaster U.S. Post Office Denver, CO 80202
Denver Airport Mail Facility	Operations Manager Airport Mail Facility Denver, CO 80238
Columbus City Post Office	Postmaster Main Post Office Columbus, OH 43216
Los Angeles City Post Office	Postmaster Attention: Manager, Terminal Annex U.S. Postal Service Los Angeles, CA 90052
Worldway Postal Center	Operations Manager Worldway Postal Center Los Angeles, CA 90009
Dayton City Post Office	Postmaster U.S. Post Office Dayton, OH 45401
Eugene City Post Office	Postmaster U.S. Post Office Eugene, OR 97401
Detroit City Post Office	Manager, Retail & Sales 1401 West Fort U.S. Post Office Detroit, MI 48233
Detroit Airport Mail Facility	Operations Manager Airport Mail Facility Metropolitan Airport Detroit, MI 48242
Kansas City, MO City Post Office	Postmaster Main Post Office Kansas City, Mo. 64108
Kansas City Airport Mail Facility	Operations Manager Airport Mail Facility Kansas City International Airport 156 Paris Street Kansas City, MO 64195

Covers bearing previous postmarks and those not properly prepared according to these instructions will not receive cachets or cancellations.

There will be a limit of 50 covers per customer per flight.—*Customer Services Dept., 5–8–80.*

International Mail—Address Correction Service

Many offices receive foreign periodical publications which bear a request for address correction service. In response to those requests, offices have been preparing Forms 3547, *Notice to Mailer of Correction in Address,* and Forms 3579, *Undeliverable 2d, 3d, 4th or Controlled Circulation Matter,* for these foreign publications.

There are no international postal regulations providing for an address correction service. Consequently, there are no accounting procedures by which the United States can collect the fees for this service. Only second-class publications from Canada receive address correction service, and this service is provided on a reciprocal basis. Therefore, with the exception of Canada, Forms 3547 and 3579 **must not** be prepared for international publications.—*Rates & Classification Dept., 5–8–80.*

U.S. Treasury Checks

For many years the U.S. Treasury checks have been mailed in light brown kraft envelopes. However, because of recent problems in obtaining light brown kraft paper, the Treasury Department will, in early May, start using some white envelopes for a portion of the checks mailed from the San Francisco Disbursing Center. The printing on the white envelopes will be identical to that on the light brown envelopes.

Approximately 7 million checks will be mailed in this manner over a three- to four-month period. Most checks will be concentrated in the Western States. However, it can be expected that some checks in white envelopes will also be delivered in other regions.

Postal supervisors should be sure that postal employees identify the checks and avoid any delays in delivery.—*Mail Processing Dept., 5–8–80.*

All Post Offices

MERCHANT RETURN SERVICE

Effective with the receipt of this Bulletin, postmasters should use Account Identifier Code (AIC) 141, *Merchandise Return Service—Annual Mailing Fees,* to identify the fees collected from mailers who utilize the merchandise return service.

See Postal Bulletin 21242 (4–24–80) page 7, paragraph 919.31.—*Finance Dept., 5–8–80.*

International Mail—People's Republic of China

The postal administration of the People's Republic of China has announced the introduction of new customs regulations. Effective immediately, the following prohibitions and restrictions apply to items destined to the People's Republic of China:

Used clothing and bed linen, articles in opaque, sealed containers, wrist watches, cameras, radios, tape recorders, bicycles, sewing machines and electric fans are **prohibited.**

Importation of personal articles is **limited** to those intended for genuine personal use. These articles, in reasonable quantities and not exceeding the value of RMB (renminbi) 100 yuan ($65) per item and 800 yuan ($520) per addressee family, may be imported once a year on payment of duties in accordance with customs regulations.

The following limitation **restrictions** apply to the items listed below. If these limits are exceeded, authorities of the People's Republic of China may return the item to the sender or dispose of it in accordance with internal laws:

Description of articles	Quantity or value per item	Remarks
1. Electronic pocket calculators	1	1 per year.
2. Magnetic tapes	5 cassettes	
3. Cotton or synthetic cloth	10¼ yards	Not wider than 50 inches.
4. Medicaments or materials used in Chinese medicaments.	RMB 40 yuan ($25)	
5. Philatelic stamps	100 stamps	

In Publication 42, *International Mail,* make write-in changes in the country information entry for the People's Republic of China, *Parcel Post—Prohibitions and Restrictions,* to reflect the above.

A future issue of the INTERNATIONAL MAIL MANUAL will include this information.—*Rates & Classification Dept., 5-8-80.*

Collection Box Schedules and Appearances

Spring is an ideal time for managers to improve collection box schedule labels and the overall appearance of collection boxes. Often collection information is faded, illegible or missing altogether. In addition, boxes are rusting and in need of paint and some are not anchored properly. Such deficiencies result in customer complaints and present a negative image.

Now is the time for managers to improve the overall appearance of collection boxes according to USPS requirements and standards.

Each postmaster should designate a delivery manager to coordinate ongoing efforts. The managers must see that employees responsible for attaching collection schedule labels are familiar with procedures, including surface preparation and spraying with varnish or lacquer after label application.

Give attention to collection service on holidays, when increases in mail volumes deposited in collection boxes can be expected. Boxes in front of postal facilities or elsewhere should not fill to capacity before being collected. Normal collection schedules may be adequate for normal times, but special attention should be given to collection service during heavy mailing seasons.—*Delivery Services Dept., 5-8-80.*

Hand Presses for Seals

Supply Items 0814A, hand press with tensioning lever, and 0814B, plier type, are available through the Eastern Area Supply Center.

Offices authorized to use these items may forward requests through their Procurement Services Office, on Form 7373, *Equipment Requisition,* or the revised Form 7381, *Requisition for Supplies, Services, or Equipment,* December 1979 edition. A preaddressed permit label 41V must be firmly attached to each requisition. Lettering instructions for up to 14 characters (7 on top and 7 on bottom) should be specified (e.g., US MAIL—AMF LACA).—*Procurement & Supply Dept., 5-8-80.*

All Postmasters Operating Bulk Fueling Facilities

All Managers, Bulk Mail Centers

All Managers, Procurement Services Offices

Vehicle Fuel Purchase Record

Forms 4626 *Vehicle Fuel And Motor Oil Purchase Record,* and 4509 *VMF Inventory Purchase (Keypunch)* will be placed in use at the beginning of AP9, May 17, 1980.

Form 4626

To improve control of bulk fuel and oil purchases and to create an audit trail, Form 4626 has been developed and is now available at both supply centers. Order on Form 7380, using established requisitioning procedures. Each location issuing calls for bulk fuel and motor oil will use Form 4626 as follows:

1. Use each form until all 21 lines are filled or until the end of the fiscal year. Larger facilities may require additional sheets which will be numbered in pen and ink, sheet 1 of 2 sheets, 2 of 2, etc.
2. At the end of each accounting period draw a heavy dark line across the full horizontal length of the sheet under the last entry for the accounting period (A/P).
3. Send either a carbon or a photocopy of this form showing all entries for the A/P to the manager, procurement services office at the end of each AP to be filed with the Blanket Purchase Arrangement (BPA) or purchase order.
4. Follow the instructions on the back of the form.

Form 4509

Beginning A/P 9, FY 80 do not use Form 4578 to enter transaction 5 into the VMAS. The data will be entered by completing one Form 4509 for each bulk delivery of gasoline (1190), motor oil (1191), diesel fuel (1193), or gasohol (1194) and mailing with the delivery ticket to the Accounts Payable Section of the servicing PDC. Do not combine bulk deliveries. Do not enter delivery tickets for motor oil purchased on FEDSTRIP on Form 4509.

To complete this form:

1. Check the correct square, *Order* if the product is purchased on a onetime purchase order or *BPA* if the

item is purchased by a call against a BPA.

2. Insert the 13 digit number of the related purchase order or BPA.

3. Insert the name of the contractor supplying the product.

4. Insert the contractor identification number of the delivery ticket or invoice.

5. Insert the total amount payable.

6. Insert full name and title of Postmaster, Fleet Manager, Chief of Supplies or other designated supervisor who signs his full name (not initials) in the signature block.

7. Accounting Data Blocks.

(21–26) Enter gasoline, diesel and other liquid fuel in nearest whole gallons. Multiply liters by 0.2642 for conversion to gallons. Enter motor oil in quarts.

(27–28) Enter appropriate tank number identification from Form 4626.

(53–55) The three digit call register number from Form 4626 will be used as the control number.

A supply of Forms 4509 is being mailed to each VMF. Additional forms are being stocked at both supply centers.—*Delivery Services Dept., 5-8-80.*

INTERNATIONAL EXPRESS MAIL

Foreign postal officials report receiving International Express Mail items without prescribed customs documentation. International Express Mail was created to provide the fastest, most reliable postal service for small packages. Failure to use proper customs forms required by the country of destination can only result in unnecessary delay.

In order that postal employees may better assist customers in preparing items for transmission in the International Express Mail Service, Exhibit C provides a summary of available service offerings, merchandise acceptability, *required* customs documentation, and weight limits.

Exhibit C

Country	Services available		Merchandise allowed	Required customs declarations USPS Forms	Weight limit
	Custom designed	On demand			
Australia	Yes	Yes	No	None	33 lbs.
Belgium	Yes	No	Only samples with no commercial value.	2976 for merchandise samples.	33 lbs.
Bermuda	Yes	No	Yes	2966–A for merchandise	33 lbs.
Brazil	Yes	No	Only samples with no commercial value.	2976 and 2976–A for merchandise samples.	50 lbs.
Canada	Yes	Yes	No	2976 for all items	44 lbs.
France	Yes	No	Only samples with no commercial value.	2976 and 2976–A for all items.	33 lbs.
Germany, Federal Republic (West Germany).	Yes	No	No	2966–A for all items	33 lbs.
Great Britain and Northern Ireland.	Yes	Yes	Yes	2966–A for merchandise	33 lbs.
Hong Kong	Yes	Yes	Yes	2966–A for merchandise	33 lbs.
Japan	Yes	No	No	None	10 lbs.
Korea, Republic of (South Korea).	Yes	Yes	Only samples with no commercial value.	2976 for merchandise samples.	22 lbs.
Netherlands	Yes	Yes	No	2976 for all items	33 lbs.
Singapore	Yes	Yes	Yes	2966–A for merchandise	33 lbs.
Switzerland	Yes	Yes	Yes	2966–A for merchandise	33 lbs.
Taiwan	Yes	Yes	Yes, up to $250 in value	2966–A for merchandise	33 lbs.

—*Rates & Classification Dept., 5-8-80.*

POST OFFICE CHANGES NO. 17

(Supplemental to 1980 National ZIP Code and Post Office Directory.)

Abbreviations: B=Branch. C=City Delivery. Conv.=Converted. CPO=Community Post Office. Disc.=Discontinued. Estab.=Established. F=Finance. Fac.=Facility. I=Independent Post Office. IC=Independent City. MOU=Money Order Unit. MPO=Main Post Office. MR=Mailing Restrictions (from Part 126 DMM) apply. NP=Nonpersonnel. NZCD=National ZIP Code and Post Office Directory. P=Postal facility discontinued, name retained for address purposes. Resc.=Rescinded. S=Station. x=Classified. (Contract stations and branches do not have the symbol "x" following the symbol of type of installation.)

Symbols: (1)=Officially closed on date shown. Notice is for administrative record purposes. (2)=Officially established on date shown. Notice is for administrative record purposes. (3)=All services previously terminated. Date shown is official discontinued date for administrative purposes.

State	Name of post office	County/parish	Name of station, branch, or unit	Type S/B	ZIP Code	Change action	Effective date	Explanation of change
AZ	Chandler	Maricopa	Sun Lakes	B	85224	Add	11-1-79	B estab. (2)
CA	San Francisco	San Francisco	FPO 96622	B	96622	Add	5- 1-80	FPO's estab.
CA	do	do	FPO 96623	B	96623	Add	5- 1-80	
CA	do	do	FPO 96624	B	96624	Add	5- 1-80	
CA	do	do	FPO 96625	B	96625	Add	5- 1-80	
CA	do	do	FPO 96626	B	96626	Add	5- 1- 0	
CA	do	do	FPO 96627	B	96627	Add	5- 1-80	
CA	do	do	FPO 96628	B	96628	Add	5- 1-80	
CA	do	do	FPO 96631	B	96631	Add	5- 1-80	
CA	do	do	FPO 96632	B	96632	Add	5- 1-80	
CA	do	do	FPO 96633	B	96633	Add	5- 1-80	
CA	do	do	FPO 96634	B	96634	Add	5- 1-80	
CA	do	do	FPO 96635	B	96635	Add	5- 1-80	
CA	do	do	FPO 96636	B	96636	Add	5- 1-80	
CA	do	do	FPO 96638	B	96638	Add	5- 1-80	
CA	do	do	FPO 96639	B	96639	Add	5- 1-80	
CA	do	do	FPO 96640	B	96640	Add	5- 1-80	
CA	do	do	FPO 96641	B	96641	Add	5- 1-80	
CA	do	do	FPO 96642	B	96642	Add	5- 1-80	
CA	do	do	FPC 96643	B	96643	Add	5- 1-80	
CA	do	do	FPO 96644	B	96644	Add	5- 1-80	
CA	do	do	FPO 96645	B	96645	Add	5- 1-80	
CA	do	do	FPO 96646	B	96646	Add	5- 1-80	
CA	do	do	FPO 96647	B	96647	Add	5- 1-80	
CA	do	do	FPO 96648	B	96648	Add	5- 1-80	
CA	do	do	FPO 96649	B	96649	Add	5- 1-80	
CA	do	do	FPO 96659	B	96659	Add	5- 1-80	
CA	do	do	FPO 96660	B	96660	Add	5- 1-80	
CA	do	do	FPO 96661	B	96661	Add	5- 1-80	
CA	do	do	FPO 96662	B	96662	Add	5- 1-80	
CA	do	do	FPO 96663	B	96663	Add	5- 1-80	
CA	do	do	FPO 96664	B	96664	Add	5- 1-80	
CA	do	do	FPO 96665	B	96665	Add	5- 1-80	
CA	do	do	FPO 96666	B	96666	Add	5- 1-80	
CA	do	do	FPO 96667	B	96667	Add	5- 1-80	
CA	do	do	FPO 96668	B	96668	Add	5- 1-80	
CA	do	do	FPO 96669	B	96669	Add	5- 1-80	
CA	do	do	FPO 96670	B	96670	Add	5- 1-80	
CA	do	do	FPO 96671	B	96671	Add	5- 1-80	
CA	do	do	FPO 96672	B	96672	Add	5- 1-80	
CA	do	do	FPO 96673	B	96673	Add	5- 1-80	
CA	do	do	FPO 96674	B	96674	Add	5- 1-80	
CA	do	do	FPO 96675	B	96675	Add	5- 1-80	
CA	do	do	FPO 96676	B	96676	Add	5- 1-80	
CA	do	do	FPO 96677	B	96677	Add	5- 1-80	
CA	do	do	FPO 96678	B	96678	Add	5- 1-80	
CA	do	do	FPO 96679	B	96679	Add	5- 1-80	
CA	do	do	FPO 96681	B	96681	Add	5- 1-80	
CA	do	do	FPO 96682	B	96682	Add	5- 1-80	
CA	do	do	FPO 96683	B	96683	Add	5- 1-80	
CA	do	do	FPO 96686	B	96686	Add	5- 1-80	
FL	Miami	Dade	FPO 34080	B	34080	Add	5- 1-80	FPO's estab.
FL	do	do	FPO 34082	B	34082	Add	5- 1-80	
FL	do	do	FPO 34083	B	34083	Add	5- 1-80	
FL	do	do	FPO 34084	B	34084	Add	5- 1-80	
FL	do	do	FPO 34085	B	34085	Add	5- 1-80	
FL	do	do	FPO 34086	B	34086	Add	5- 1-80	
FL	do	do	FPO 34087	B	34087	Add	5- 1-30	
FL	do	do	FPO 34088	B	34088	Add	5- 1-80	
FL	do	do	FPO 34090	B	34090	Add	5- 1-80	
FL	do	do	FPO 34091	B	34091	Add	5- 1-80	
FL	do	do	FPO 34092	B	34092	Add	5- 1-80	
FL	do	do	FPO 34093	B	34093	Add	5- 1-80	
GA	Indian Springs	Butts		I	30231	Delete	5-31-80	Amend PB 21242 to show Paren PO of CPO estab.
GA	Flovilla	do	Indian Springs	CPO	30231	Add	5-31-80	
IN	Leipsic	Orange		I	47440	Delete	6-13-80	PO disc. Change ZIP Code only Continue address of Leipsic, IN.
IN	do	do		P	47452	Add	6-14-80	
NY	New York	New York	FPO 09512	B	09512	Add	5- 1-80	FPO's estab.
NY	do	do	FPO 09513	B	09513	Add	5- 1-80	
NY	do	do	FPO 09517	B	09517	Add	5- 1-80	
NY	do	do	FPO 09520	B	09520	Add	5- 1-80	
NY	do	do	FPO 09531	B	09531	Add	5- 1-80	
NY	do	do	FPO 09532	B	09532	Add	5- 1-80	
NY	do	do	FPO 09534	B	09534	Add	5- 1-80	
NY	do	do	FPO 09535	B	09535	Add	5- 1-80	
NY	do	do	FPO 09536	B	09536	Add	5- 1-80	
NY	do	do	FPO 09537	B	09537	Add	5- 1-80	
NY	do	do	FPO 09538	B	09538	Add	5- 1-80	
NY	do	do	FPO 09542	B	09542	Add	5- 1-80	
NY	do	do	FPO 09543	B	09543	Add	5- 1-80	
NY	do	do	FPC 09544	B	09544	Add	5- 1-80	
NY	do	do	FPO 09545	B	09545	Add	5- 1-80	
NY	do	do	FPO 09547	B	09547	Add	5- 1-80	
NY	do	do	FPO 09548	B	09548	Add	5- 1-80	
NY	do	do	FPO 09549	B	09549	Add	5- 1-80	
NY	do	do	FPO 09557	B	09557	Add	5- 1-80	
NY	do	do	FPO 09561	B	09561	Add	5- 1-80	
NY	do	do	FPO 09562	B	09562	Add	5- 1-80	
NY	do	do	FPO 09563	B	09563	Add	5- 1-80	

POST OFFICE CHANGES NO. 17—Continued

State	Name of post office	County/parish	Name of station, branch, or unit	Type S/B	ZIP Code	Change action	Effective date	Explanation of change
NY	New York	New York	FPO 09564	B	09564	Add	5-1-80	FPO's estab.
NY	do	do	FPO 09565	B	09565	Add	5-1-80	
NY	do	do	FPO 09566	B	09566	Add	5-1-80	
NY	do	do	FPO 09567	B	09567	Add	5-1-80	
NY	do	do	FPO 09568	B	09568	Add	5-1-80	
NY	do	do	FPO 09569	B	09569	Add	5-1-80	
NY	do	do	FPO 09570	B	09570	Add	5-1-80	
NY	do	do	FPO 09573	B	09573	Add	5-1-80	
NY	do	do	FPO 09574	B	09574	Add	5-1-80	
NY	do	do	FPO 09575	B	09575	Add	5-1-80	
NY	do	do	FPO 09576	B	09576	Add	5-1-80	
NY	do	do	FPO 09577	B	09577	Add	5-1-80	
NY	do	do	FPO 07578	P	09578	Add	5-1-80	
NY	do	do	FPO 09579	B	09579	Add	5-1-80	
NY	do	do	FPO 09581	B	09581	Add	5-1-80	
NY	do	do	FPO 09582	B	09582	Add	5-1-80	
NY	do	do	FPO 09586	B	09586	Add	5-1-80	
NY	do	do	FPO 09587	B	09587	Add	5-1-80	
NY	do	do	FPO 09588	B	09588	Add	5-1-80	
NY	do	do	FPO 09590	B	09590	Add	5-1-80	
NY	do	do	FPO 09591	B	09591	Add	5-1-80	
NY	do	do	FPG 09594	B	09594	Add	5-1-80	
NY	do	do	FPO 09595	B	09595	Add	5-1-80	
ND	Fargo	Cass	State University	Sx	58102	Delete	1-26-80	Sx name and ZIP Code changed.
ND	do	do	University of North Dakota.	Sx	58105	Add	1-26-80	
ND	Grand Forks	Grand Forks	Grand Forks AFB	Bx	58201	Delete	1-26-80	Bx name and ZIP Code changed.
ND	do	do	do	Bx	58205	Add	1-26-80	
ND	do	do	University	Sx	58201	Delete	1-26-80	Sx ZIP Code changed.
ND	do	do	do	Sx	58202	Add	1-26-80	
OH	Cincinnati	Hamilton	Glenmary	B	45246	Delete	4-18-80	B disc. Retain ZIP code. (1)
PA	Lititz	Lancaster	Rothsville	CPO	17573	Delete	5-1-80	CPO and ZIP Code disc. (1)
			(mail to Lititz)	I	17573	Add	5-1-80	
PA	Lancaster	do	Downtown	Sx	17603	Add	7-15-79	Bx estab. (2)
TN	Knoxville	Knox	Merchant's Drive	S	37912	Delete	4-30-80	S disc. Retain ZIP Code. (1)
TX	San Angelo	Tom Green	Goodfellow AFB	S	76903	Delete	4-21-80	S ZIP Code changed.
TX	do	do	do	S	76908	Add	4-21-80	
TX	do	do	Angelo State University.	S	76901	Delete	4-21-80	S ZIP Code changed.
TX	do	do	do	S	76909	Add	4-21-80	
TX	Smithland	Marion		I	75680	Delete	6-13-80	PO disc. Change ZIP Code only. Continue address of Smithland TX. (3)
TX	do	do		P	75657	Add	6-13-80	
WV	Jordan	Marion		I	26577	Delete	6-13-80	PO disc. Change ZIP Code only. Continue address of Jordan, WV. (1)
WV	do	do		P	26554	Add	6-13-80	
WV	Highland	Ritchie		I	26371	Delete	6-13-80	PO disc. Change ZIP Code only. Continue address of Highland, WV. (1)
WV	do	do		P	26346	Add	6-13-80	
WY	Acme	Sheridan		I	82830	Delete	6-13-80	PO disc. Change ZIP Code only. Continue address of Acme, WY. (3)
WY	do	do		P	82801	Add	6-13-80	

—Delivery Sevices Dept., 5-8-80.

Clarification

THIRD-CLASS CARRIER ROUTE PRESORT

The following two paragraphs should be substituted for the second and third paragraphs of the Postal Bulletin article regarding third-class carrier route presort on page 10 of POSTAL BULLETIN 21242 (4-24-80).

On April 20, 1980, the Governors of the Postal Service modified the Commission's reconsidered recommended decision and adopted classification and rate schedule changes which had been included in a compromise settlement reached by parties to the Rate Commission proceeding. The new classification changes replace those put into effect on a temporary basis on January 28, 1979. The Board of Governors ordered the decision to be implemented effective 12:01 A.M., April 23, 1980. A summary of the highlights of changes to the regulations follows:

1. The Governors' decision recognized, at least in theory, three presort levels for both regular rate and nonprofit rate third-class bulk mail (carrier route, 5-digit and all other), but maintained a two-tier rate structure (carrier route and all other).—*Rates & Classification Dept., 5-8-80.*

VACANT REGULAR RURAL ROUTES LISTING NO. 80-22

The vacant rural routes listed below will be posted for bid in accordance with the USPS-NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this POSTAL BULLETIN. Those rural carriers having special bidding rights as defined in the USPS-NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	* Route classification and evaluation	Route length
CENTRAL REGION					
Illinois	Winnebago	61088	01	40:27 (41K)	64.00
	Maroa	61756	01	[illegible]	81.06
Indiana	Huntington	46750	04	39:16 ([illegible])	61.85
	Boonville	47601	01	40:28 ([illegible])	53.75
Iowa	Cherokee	51012	04	[illegible]	83.20
Kansas	Stockton	67669	01	46:27 ([illegible])	134.45
Michigan	Clare	48617	[illegible]	[illegible]	79.30
	Bloomingdale	49026	01	51:22 ([illegible])	77.90
	Berrien Springs	49103	01	[illegible]	45.00
Missouri	Grain Valley	64029	01	[illegible]	46.20
	Pleasant Hill	64080	04	[illegible]	91.50
	Kansas City	[illegible]	[illegible]	[illegible]	12.65
	do	[illegible]	17	[illegible]	42.80
	do	[illegible]	[illegible]	34:24 ([illegible])	25.35
Nebraska	Silver Creek	[illegible]	01	[illegible]	114.00
	Lodgepole	[illegible]	01	[illegible]	107.10
North Dakota	Dazey	[illegible]	[illegible]	[illegible]	134.55
	Tuttle	[illegible]	[illegible]	[illegible]	137.05
Ohio	Steubenville	[illegible]	[illegible]	[illegible]	27.80
	Perry	[illegible]	[illegible]	[illegible]	22.30
	Newport	[illegible]	01	[illegible]	58.03
	Pomeroy	[illegible]	[illegible]	[illegible]	76.95
	Alger	[illegible]	[illegible]	[illegible]	75.40
	Lima	[illegible]	[illegible]	[illegible]	47.00
Wisconsin	Waupaca	[illegible]	04	[illegible]	86.20
EASTERN REGION					
Pennsylvania	Belle Vernon	[illegible]	[illegible]	35:21 ([illegible])	35.90
	Cairnbrook	[illegible]	01	30:31 ([illegible])	36.30
	Wilkes-Barre	[illegible]	01	47:16 ([illegible])	43.60
Virginia	Courtland	[illegible]	[illegible]	[illegible]	63.50
	Rocky Mount	[illegible]	[illegible]	[illegible]	75.60
NORTHEAST REGION					
Maine	Gardiner	[illegible]	04	[illegible]	35.80
Massachusetts	Tyngsboro	01879	02	52:25 (43K)	36.75
New York	Kerhonkson	12446	01	32:23 (32S)	32.40
	Fishkill	12524	01	55:39 (46K)	25.70
Vermont	Springfield	05156	01	56:25 (56K)	63.33
	Lyndonville	05851	02	27:28 (28S)	52.20
SOUTHERN REGION					
Alabama	Columbia	36319	02	35:15 (35S)	79.60
Arkansas	Fayetteville	72701	11	45:29 (45H)	32.70
Florida	Tallahassee	32301	02	52:25 (44K)	76.55
	do	32301	17	44:27 (41J)	28.55
	Okeechobee	33472	04	43:52 (44H)	43.20
	do	33472	07	48:13 (44J)	80.05
Georgia	Ludowici	31316	02	36:20 (36S)	98.70
	Douglas	31533	02	49:08 (45J)	102.00
	Woodbine	31569	01	34:48 (35H)	78.05
	Valdosta	31601	02	49:23 (45J)	74.45
	Blakely	31723	01	40:00 (40S)	88.80
	Calhoun	30701	01	44:20 (44H)	72.05
Louisiana	Spearsville	71277	01	30:04 (30S)	72.40
North Carolina	Clemmons	27012	06	39:44 (40H)	24.20
	Pinnacle	27043	02	42:13 (42H)	64.75
	Durham	27701	03	48:01 (44J)	48.55
	Broadway	27505	01	47:10 (43J)	81.10
	Durham	27701	08	50:14 (42K)	35.55
	Franklinton	27525	02	50:02 (46J)	73.50
Tennessee	Bradyville	37026	01	45:34 (46H)	91.40
	Ooltewah	37363	03	46:43 (43J)	32.80
Texas	Lufkin	75901	08	45:31 (46H)	38.55
	Cypress	77429	01	52:25 (44K)	73.30
	Raymondville	78580	02	43:08 (43H)	98.70
	El Paso	79910	07	44:41 (41J)	34.8
WESTERN REGION					
California	Chino	91710	07	40:28 (40H)	28.20
Colorado	Greeley	80631	01	44:31 (45H)	70.55
	Las Animas	81054	01	29:54 (30S)	60.30
Washington	Port Orchard	98366	12	36:54 (37H)	42.60

*The "Route Classification and Evaluation" published in this POSTAL BULLETIN may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

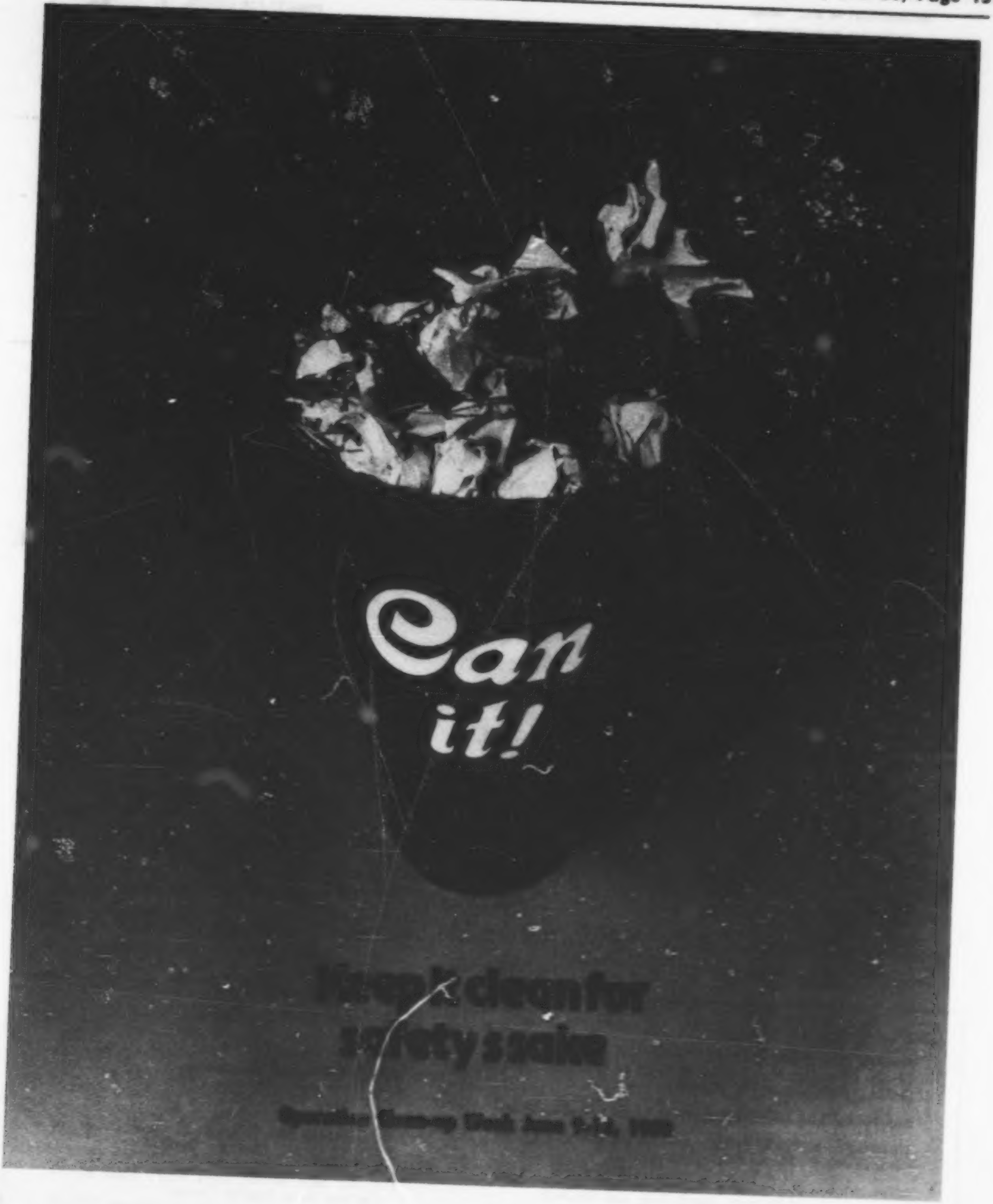
—*Labor Relations Dept., 5-8-80.*

INTERNATIONAL MAIL—INQUIRY AND CLAIM FORMS REVISED

Procedures for processing international mail inquiries and claims are being revised and will be implemented later this year. In preparation for the new requirements, Form 542, *Inquiry About a Registered Article or an Insured Parcel or an Ordinary Parcel* and Form 2855, *Claim for Indemnity—International Insured Mail* have been redesigned and reprinted, dated November 1979.

Although automatic distribution of these revised forms is now being made, post offices should continue to use their existing supply of Forms 542 and Forms 2855 until July 1, 1980 when the new international inquiry and claim procedures will go into effect.

Detailed instructions on the use of the November 1979 issue of revised Form 542 and Form 2855 will appear in a POSTAL BULLETIN before July 1. The November 1979 issue of Form 542 should not be used before July 1, 1980, unless the supply of the previous issue is exhausted. Supply Center stock of the revised forms will be available and offices may requisition the November 1979 editions, using established procedures.—*Rates & Classification Dept., 5-8-80.*


Can
it!
Keep it clean for
safety's sake
Operation Clean-up Week June 9-14, 1980

UNITED STATES POSTAL SERVICE
WASHINGTON, D.C. 20260
OFFICIAL BUSINESS

PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE, $300

U.S. MAIL

FIRST CLASS

Schedule. The Postal Bulletin is published every Thursday by the Directives and Forms Division of the U.S. Postal Service, Washington, DC 20260.

Distribution. The Bulletin is received by all postal facilities.

Effective Period. Postal Bulletin articles are effective for six months unless otherwise specified.

Index. A quarterly index of Bulletin articles appears early in the months of January, April, July, and October.

Orders.

Public sale:

Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402
Single copy: 70 cents
Subscription: $35, $8.75 additional for foreign mailing

Postal facilities:

For one time orders, send Form 7380 to the Eastern Area Supply Center.

To change quantity received, send Form 1286 to the Directives and Forms Division, giving justification.

21245

UNITED STATES POSTAL SERVICE U.S. MAIL

postal bulletin

PB 21245—May 15, 1980—32 Pages

International Mail—Rhodesia

Having gained its independence, Rhodesia is now named the Republic of Zimbabwe. Effective immediately, postal union mail and parcel post may be accepted for mailing to the Republic of Zimbabwe. Mail should be addressed to the Republic of Zimbabwe or to *Zimbabwe* (the short form of the country name).

Conditions for mailing and postal rates presently prescribed in Publication 42, *International Mail,* in Table 3–15, Appendix A, and in the country information entry in Appendix B for Rhodesia are applicable to mail sent to Zimbabwe. Make a write-in change on the entries in Appendices A and B for Rhodesia to indicate the country name change.—*Rates & Classification Dept., 5–15–80.*

Support Information for Suspense Items

Beginning with Postal Quarter III, June 13, 1980, Form 1556, *Suspense Items Support Information,* must be submitted in duplicate to the postal data center each postal quarter as support for the entry to AIC 814, on the *Statement of Account.* Handbook F–1, *Financial Handbook for Post Offices,* 272, will be revised to reflect this change.—*Finance Dept., 5–15–80.*

Banking Post Offices

Deposit Insurance

All postmasters maintaining individual post office bank accounts should be advised that the Federal Deposit Insurance Corporation has recently increased their deposit insurance coverage to $100,000 for each account. This increase is effective immediately and should be considered in determining whether the necessary collateral has been pledged as required by 342.23 of Handbook F–1, *Financial Handbook for Post Offices.*

No immediate action is required on the part of Postmasters, as any reduction in collateral should be initiated by a bank.—*Finance Dept., 5–15–80.*

International Mail—Canada

Canadian Customs has announced the introduction of new regulations. Effective immediately, the use of Canadian forms M–A and N–A is discontinued and the following invoicing requirements apply to goods exported to Canada:

Commercial invoices are required for all parcel post or postal union mail packages, regardless of value, except casual non-commercial shipments. For shipments valued at **less than $425,** the sender's regular business invoice may be used; if the value is **$425 or over,** a *Canada Customs Invoice* is required. Four copies of the invoice, one of them signed by the sender in ink, must be sent by letter mail to the addressee.

For non-commercial shipments of a casual nature, i.e., from one individual or family to another individual or family, senders need not furnish invoices, as the Canadian customs authorities will make delivery on the basis of forms completed by the addressees who may be required to supply evidence of value.

The Canada Customs Invoice can be obtained from stationery, office supply, or printing companies. If mailers are unable to obtain the Canada Customs Invoice locally, they should write to the following office which will supply specific names and addresses from which the invoice may be obtained:

Revenue Canada, Customs and Excise
Connaught Building
Ottawa, Ontario K1A OL5
CANADA
Attn: Release and Documentation Systems
Data Control Programmes

In Appendix B, Publication 42, *International Mail,* Country Information entry for Canada, make write-in changes to "Observations" under "Parcel Post" to reflect the above invoicing requirements.

A future issue of the INTERNATIONAL MAIL MANUAL will include this information.—*Rates & Classification Dept., 5–15–80.*

ELM Change

Safety Inspections

Section 824.82 of the EMPLOYEE & LABOR RELATIONS MANUAL is revised to direct the reporting of unabated deficiencies through normal management channels. This revision is effective immediately.

824.8 Deficiencies

.82 Correcting.

.821 Follow instructions on Form 1784 A, B, and C. If a hazard is revealed, the installation head must immediately initiate corrective action. Where practicable, deficiencies must be corrected within 20 days of the submission of Form 1784C. When prompt abatement cannot be made, an abatement plan must be developed with a timetable and steps to protect employees. Affected employees must be informed of provisions of the plan.

.822 Upon receipt of the Form 1784C, the installation head must determine if any of the deficiencies will require more than 20 days or more than 45 days to correct.

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P1.3:

All CAG A thru H offices

Collect the Spirit of America

"Collect the Spirit of America" is the theme of the May 19–31 spring promotion to increase the sale of philatelic products. The products being promoted are the 1978 and 1979 Mint Sets, the sixth edition of *Stamps & Stories,* and the current stamp collecting kits. All these products are listed on Form 1079, *Philatelic/Retail Product Sale and Physical Inventory Record.*

Retail outlets in CAGs A thru H will stock and sell philatelic products during this period. They have been sent a manager's guide and clerk briefing package, containing recommendations for inventory management, clerk briefings, lobby preparations, and suggestions on local publicity.

This promotion calls for window clerks to show customers a philatelic product whenever time permits.

The promotion is being supported by radio advertising and point-of-purchase displays. Radio advertising will be used in 10 major metropolitan areas in support of the promotion. The cities are: Boston, New York, Pittsburgh, Philadelphia, Atlanta, Dallas/Ft. Worth, Chicago, Detroit, Los Angeles and San Francisco. Thirty second radio commercials will be aired to stimulate customer interest and direct them to the post office where they can see the philatelic products and obtain a free copy of Publication 225, *Introduction to Stamp Collecting.* Post offices in each of these cities will receive quantities of this publication to be used during the promotion. Quantities of the booklets are limited, so it is important that window clerks keep a supply of the booklet below or behind their counters and give the booklets away only when requested by a customer.

In addition, a special lobby poster, a screenline merchandiser insert and a point-of-purchase "tent card" are being distributed. These should be displayed where customers can easily see them.

The availability of philatelic products is essential to the success of this Promotion. All MSC managers, postmasters, and all levels of management through the window clerks supervisor should be involved in keeping an adequate level of philatelic products at the window clerk's position. If the steps in the Manager's Guide are followed, the philatelic spring promotion will be very successful.—*Customer Services Dept., 5–15–80.*

Dolley Madison Stamp

In Postal Bulletin 21242 (4–24–80) the Dolley Madison stamp was incorrectly described as a "Special Issue." The Dolley Madison stamp is a regular issue, printed in the same small size as the 1978 Indian Head Penny stamp (150 stamps per pane). In addition, the statement that collectors must purchase a minimum of 60 stamps to obtain plate numbers and marginal inscriptions applies only to mail order requests to the Philatelic Sales Branch. The plate block sales policy contained in Postal Operations Manual (POM) 243.522c, applies to local post office sales of this stamp:

> When a clerk has a broken pane of stamps from which the plate block or other marginal marking has been sold, and when no plate block or other marginal marking has been set aside, the minimum purchase to receive the plate block or other marginal marking for a 15-cent stamp is one full marginal strip of stamps (two rows deep having all marginal markings).
>
> There are no minimum purchase requirements when a clerk has (a) only full panes of the requested stamp in stock, or (b) a broken pane that contains the plate block or other marginal marking.
>
> Each customer for whom a pane has been broken is limited to one marginal strip per day. It is necessary to place a limit on individual sales of plate blocks and other marginal markings so that the stamp stock available at post office windows may accommodate as many collectors as possible each day. Customers requesting more than the maxium permissible purchase in the 15-cent denomination should be asked to inquire on another day or should be referred to the Philatelic Sales Branch.

* * * * *

The deadline for ordering first day cancellations for the Bicycling embossed stamped envelope has been extended to May 31, rather than May 16 as indicated in Postal Bulletin 21241 (4–17–80).—*Customer Services Dept., 5–15–80.*

Automatic Distribution—Dolley Madison Stamp

This notice modifies the announcement in Postal Bulletin 21242 (4–24–80) of the automatic distribution of the Dolly Madison stamp.

An automatic distribution of this stamp **will not** be made to post offices which normally receive only 50 commemorative stamps through automatic distribution. These post offices should immediately order their initial supply of this stamp from the stamp distribution office, using Form 17, *Stamp Requisition.* The minimum ordering quantity is 150 stamps.

This procedure applies only to the Dolley Madison stamp. Normal automatic distribution quantities of future stamp issues will be furnished to all post offices.—*Customer Services Dept., 5–15–80.*

7-Cent Regular Stamps

Post offices with 950 or more revenue units that require bulk quantities of 7-cent stamps (surcharge for nonstandard size mail) must order from the Bureau of Engraving and Printing on Form 3356, *Stamp Requisition—Bulk Quantities,* using item number **040.** This item number was deleted from Handbook F–1, *Financial Handbook for Post Offices.* Post offices requiring less than bulk quantities requisition on Form 17, *Stamp Requisition,* from their stamp distribution office.—*Customer Services Dept., 5–15–80.*

Continued from p. 1

a. All deficiencies determined to require more than 20 days to correct must be reported immediately by the installation head along with the timetable for abatement, through management channels, to the District Manager with a copy to the Regional Director, Employee and Labor Relations.

b. All deficiencies determined to require more than 45 days to correct must be reported immediately, with the timetable for abatement, through management channels to the Regional Postmaster General, with copies to the Senior Assistant Postmaster General, Operations Group, and the Assistant Postmaster General, Employee Relations Department.—*Employee Relations Dept., 5–15–80.*

DMM Revision

REGULATION ON SOLICITATIONS

The regulation on solicitations in the guise of bills, invoices, or statements of account (DOMESTIC MAIL MANUAL (DMM) 123.41) is being amended to foreclose certain potentially deceptive techniques and formats used recently by some mailers. Accordingly, 123.41 of the DMM is amended to read as follows, effective May 21, 1980:

123.4 Nonmailable Written, Printed or Graphic Matter Generally

.41 Solicitations in the Guise of Bills, Invoices, or Statements of Account (39 U.S.C. 3001(d); 39 U.S.C. 3005).

Any otherwise mailable matter which reasonably could be considered a bill, invoice, or statement of account due, but is in fact a solicitation for an order, is nonmailable unless it conforms to .41a through .41h below. A nonconforming solicitation constitutes *prima facie* evidence of violation of 39 U.S.C. 3005.

a. The solicitation must bear on its face the disclaimer prescribed by 39 U.S.C. 3001(d)(2)(A) or, alternatively, the notice: THIS IS NOT A BILL. THIS IS A SOLICITATION. YOU ARE UNDER NO OBLIGATION TO PAY UNLESS YOU ACCEPT THIS OFFER. The statutory disclaimer or the alternative notice must be displayed in conspicuous boldface capital letters of a color prominently contrasting (see .41g below) with the background against which it appears, including all other print on the face of the solicitation, and at least as large, bold, and conspicuous as any other print on the face of the solicitation, but not smaller than 30-point type.

b. The notice or disclaimer required by this section must be displayed either:

(1) On the center of the diagonal described by a straight line drawn from the vertex of the lower left corner to the vertex of the upper right corner; or

(2) Overprinting each portion of the solicitation which reasonably could be considered to specify a monetary amount due and payable by the recipient.

c. The notice or disclaimer must not be preceded or followed by words or symbols which introduce, modify, qualify or explain the prescribed text, such as "Legal notice required by law".

d. The notice or disclaimer must not, by folding or any other device, be rendered unintelligible or less prominent than any other information on the face of the solicitation.

e. If a solicitation consists of more than one page, the notice or disclaimer required by this section must be displayed on the face of each page at a location permitted by .41b.

f. Regardless of the number of pages comprising the solicitation, if any page is designed to be separated into portions (e.g., by tearing along a perforated line), the notice or disclaimer required by this section must be displayed in its entirety on the face of each portion that might reasonably be considered a bill, invoice, or statement of account due.

g. For purposes of this section, the phrase "color prominently contrasting" excludes any color, or any intensity of an otherwise included color, which does not permit legible manual, mechanical, electronic, and photographic reproduction, and which is not at least as vivid as any other color on the face of the solicitation. For the purposes of this section the term "color" includes black.

h. Any solicitation which states that it has been approved by the Postal Service or by the Postmaster General or that it conforms to any postal law or regulation is nonmailable.

This change to the DMM will remain in effect until the changes to the appropriate pages of the DMM are issued.—*Law Dept., 5–15–80.*

UNIFORM PROGRAM—LICENSED VENDOR LISTING

Each of the following uniform vendors has received a vendor's license since distribution of Publication 136, *Licensed Vendor Listing*. These lists must be posted where they are readily available for employee's perusal.

B. & F. Uniform Co.	67 Ward Street	Westbury	NY 11590
Mayer Brauser—Furniture & Clothing	90–94 Main Street	Bradford	PA 16701
Goldberg's Men's Store, Inc.	2100 Hall Avenue	Marinette	WI 54143
Halpern's Men's Shop	#5 Regency Square	Jacksonville	FL 32211
Joebgen's Shoe Store, Inc.	1116 2nd Street	Perry	IA 50220
Robert L. Little—Mason Shoes	P.O. Box 4263	Allenwood	PA 18102
Michaels Shoes	3446 Bragg Blvd.	Fayetteville	NC 28303
Mimi's	23 East Main	New London	OH 44851
Polly Shoe Store	118 NB	Miller	SD 57362
Red Wing Shoe Store	3407 N. Broadway	Knoxville	TN 37917
Shoe Haven Inc.	R.F.D. 2	Saco	ME 04072
Simy's Uniform Shop	21 Main Street	Hemstead	NY 11550
Tom Stark—Mason Shoes	2927 A Street	Eureka	CA 95501
The Uniform Shoppe	2170 East Bailey Road	Cuyahoga Falls	OH 44221
Uniforms, Inc.	2793 Brunswick Pike	Lawrenceville	NJ 08638

—*Labor Relations Dept., 5–15–80.*

FEDERAL ELECTION NOTICES

"Voting Information and Communication with Federal Lawmakers" was described in Postal Bulletin 21206 (8–30–79). The latest direction on this subject, "Lobby Display—Your Federal Lawmakers" in Postal Bulletin 21238 (3–27–80), clarified instructions for display, replacement and local reproduction of the notices, which contain names and addresses of federal legislators.

This article gives direction to postmasters about displaying federal election notices supplied by local election officials.

Display of Federal Election Notices

1. Provide priority display space on public bulletin boards in lobbies for an official notice about personal qualifications for registration and voting and the places, dates, and time for registration and voting in federal elections. Any such notice must bear the letterhead or seal of the county, state, or other government agency that has primary legal responsibility for conducting federal elections in the area served by the displaying post office.

2. Display these notices as soon as received, for as long as they contain completely current information applying to local customers, but in no case for longer than two years. At postal locations where political and postal delivery boundaries overlap, postmasters need display only the one notice that applies most directly to the voting precinct where the displaying post office is located. At post offices where there are no public bulletin boards, or where display space is inadequate, keep the notice in a binder or on a clip board for public inspection.

Restrictions on Content and Size of Notices

Registration and voting notices must not contain any partisan political messages or symbols designed to influence the outcome of an election, including, but not limited to, photographs or other likenesses of incumbents or candidates for any public office. The size of a notice is limited to a single letter size sheet (9″ x 12″ or smaller); it may be printed or typed, and must contain a date of expiration (removal from display).

Restrictions on Postal Support

The Postal Service must avoid participation in partisan politics. Accordingly, postal employees are prohibited from participating directly in this communications program. For example, they must not advise citizens about interpretation of voting or registration information. No special collection boxes or postage-free services are to be provided any registration, election or related communication programs, except absentee balloting materials (Domestic Mail Manual 137.5). All postage and other expenses of delivering the notices to display locations must be borne by the issuing agency; the Postal Service will accept notices in bulk for further distribution, *only* after prepayment of applicable postage on each piece. Postal employees are not permitted to develop, maintain or alter the information to be presented on the notices.—*Delivery Services Dept., 5–15–80.*

IT IS NEVER TOO LATE

★ TO JOIN THE TEAM ★

BUY U.S. SAVINGS BONDS

COLA Increases—Bargaining Units

Salary Schedules shown on pages 6 through 21.

Application. These instructions apply to employees covered by the *1978–1981 National Agreement,* the NRLCA 1978 Agreement, and to employees subject to collective bargaining agreements covering:

1. Mailbag depositories, repair centers, and supply centers.
2. Postal data centers.
3. Automatic data processing centers.
4. Security police officers who are represented by the Federation of Postal Security Police (FPSP), or the National Association of Postal Police Officers (NAPPO).
5. Mail equipment shop employees represented by the American Postal Workers Union/Mailhandlers Union, and the International Association of Machinists.
6. Nurses who are represented by the National Postal Professional Nurses (NPPN).

Provisions. In accordance with the cost-of-living adjustment (COLA) formula specified in each of the respective bargaining agreements cited above, the respective base pay schedules have been increased by the appropriate COLA amount. These COLA increases are effective and will be paid to eligible employees starting May 17, 1980 (PP12–80).

1. The Postal Service (PS) base schedule and the Automatic Data Processing Center (ADPC) base schedule have each been increased by an additional $832 (40 cents per hour), to a total of $2,309 ($1.11 per hour), applied to all grades and steps.
2. The Postal Data Center (PDC) base Salary Schedule has had a variable amount of COLA added to each grade and step, in accordance with the COLA formula provided in the Agreement.
3. The National Postal Professional Nurses' (NPPN) base schedule has been increased by an additional $832 (40 cents per hour), to a total of $1,186 (57 cents per hour).

Rural Carriers. Employees subject to the provisions of the *USPS—NRLCA 1978 National Agreement* will receive an additional COLA increase of $270 (13 cents per hour), to a total of $915 (44 cents per hour), with proportional adjustment to the evaluated (heavy duty) schedule, effective May 17, 1980 (PP 12–80).

All Mail Processing Facilities

Express Mail Handling

Express Mail must be given priority handling over all other classes of mail in distribution and dispatch. At sectional center facilities, the director of mail processing is primarily responsible for assuring that Express Mail receives the priority handling necessary to fulfill the service commitments. At AMFs, the operations manager is primarily responsible for assuring that mail tendered to the airlines is loaded on the designated flight and for monitoring the airline handlings to be sure mail is not delayed. All postal personnel who handle Express Mail share the responsibility for reducing delays and increasing on-time performance.—*Mail Processing Dept., 5–15–80.*

Merchandise Return Service

Merchandise return service, described in Postal Bulletin 21242 (4–24–80) and which was implemented on a temporary basis on April 27, 1980, has been approved as a permanent classification change by the Governors of the Postal Service.

Merchandise return service becomes effective on a permanent basis May 21, 1980. It will remain in effect on a temporary basis until that time. The implementing regulations published in the above Postal Bulletin will continue in effect and also become permanent on May 21, 1980. They will be incorporated into the Domestic Mail Manual at a later date.—*Rates & Classification Dept., 5–15–80.*

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1. The Rural Carrier Mileage Schedule (RCS) is shown on pages 13 through 18 of this Postal Bulletin.
2. The annual rate Evaluated (Heavy Duty) Schedule are shown on pages 11 through 12, and 6-Day Substitute Evaluated (Heavy Duty) Schedule are shown on pages 19 through 20.
3. The 5, and 5½ Day Substitute Rural Carrier Heavy Duty Schedules are on page 21.
4. The Rural Auxiliary Pay Schedule is shown on page 6. For application of this schedule, see Bulletin 21182, dated March 22, 1979, page 4.

Casual and Temporary Employees. Casual and temporary employees do not receive COLA.—*Employee Relations Dept., 5–15–80.*

Lockbox Key Requisitions

Offices requisitioning lockbox keys from the mail equipment shops on Form 3915, *Lockbox Key Requisition, must* enter the FEDSTRIP address code and B/A finance number. This allows computer processing of the requisitions to expedite key processing and save money.

Not all offices are complying with the request. Key orders may be returned for the FEDSTRIP address code and B/A finance number. To facilitate processing of key orders, requisitioning offices must clearly print or type their FEDSTRIP address code and B/A finance number in the upper right section of the form. Revised Form 3915, dated June 1979, provides space for this data and will be issued upon request as older stock is depleted.—*Procurement & Supply Dept., 5–15–80.*

Food Coupon Transaction Fees

Effective immediately MSC food coupon offices are required to prepare and submit billings for services performed in handling federal food coupons within ten working days following the last issue date each month. Handbook F–1, *Financial Handbook for Post Offices,* 736.5d will be amended to reflect this requirement.

Postmasters are reminded that fees for food coupon transactions must be entered to AIC 170, Food Coupon Transaction Fee, and to AIC 814, Suspense, when billing advice is sent to the state or local agency. See Handbook F–1, 739.4.—*Finance Dept., 5–15–80.*

General Expediter

Effective Pay Period 12 FY 80, employees classified as Distribution and Dispatch Expediter, SP2–382; Rack Distribution and Dispatch Expediter, SP2–383; Transit Mail Expediter, SP2–370; and Mail Routing and Dispatch Technician, SP2–7 will be reclassified as General Expediter, SP2–25. Incumbents of these four positions will receive a Form 50 advising of the change in their title. This is merely an administrative action to change position title. There is no change in pay level nor is this action intended to affect any incumbent's individual duty assignment.—*Labor Relations Dept., 5–15–80.*

POSTAL SERVICE SCHEDULE
FULL-TIME ANNUAL RATES
EFFECTIVE MAY 17, 1980 (PP12-80)

GRADE	STEPS	1	2	3	4	5	6	7	8	9	10	11	12	STEP INCR.
1	BASIC SALARY	12,900	13,078	13,256	13,434	13,612	13,790	13,968	14,146	14,324	14,502	14,680	14,858	178
	COLA	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	
	BASE SALARY	15,209	15,387	15,565	15,743	15,921	16,099	16,277	16,455	16,633	16,811	16,989	17,167	
2	BASIC SALARY	13,329	13,522	13,715	13,908	14,101	14,294	14,487	14,680	14,873	15,066	15,259	15,452	193
	COLA	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	
	BASE SALARY	15,638	15,831	16,024	16,217	16,410	16,603	16,796	16,989	17,182	17,375	17,568	17,761	
3	BASIC SALARY	13,796	14,004	14,212	14,420	14,628	14,836	15,044	15,252	15,460	15,668	15,876	16,084	208
	COLA	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	
	BASE SALARY	16,105	16,313	16,521	16,729	16,937	17,145	17,353	17,561	17,769	17,977	18,185	18,393	
4	BASIC SALARY	14,301	14,526	14,751	14,976	15,201	15,426	15,651	15,876	16,101	16,326	16,551	16,776	225
	COLA	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	
	BASE SALARY	16,610	16,835	17,060	17,285	17,510	17,735	17,960	18,185	18,410	18,635	18,860	19,085	
5	BASIC SALARY	14,849	15,091	15,333	15,575	15,817	16,059	16,301	16,543	16,785	17,027	17,269	17,511	242
	COLA	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	
	BASE SALARY	17,158	17,400	17,642	17,884	18,126	18,368	18,610	18,852	19,094	19,336	19,578	19,820	
6	BASIC SALARY	15,437	15,700	15,963	16,226	16,489	16,752	17,015	17,278	17,541	17,804	18,067	18,330	263
	COLA	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	
	BASE SALARY	17,746	18,009	18,272	18,535	18,798	19,061	19,324	19,587	19,850	20,113	20,376	20,639	
7	BASIC SALARY	16,077	16,360	16,643	16,926	17,209	17,492	17,775	18,058	18,341	18,624	18,907	19,190	283
	COLA	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	
	BASE SALARY	18,386	18,669	18,952	19,235	19,518	19,801	20,084	20,367	20,650	20,933	21,216	21,499	
8	BASIC SALARY	16,763	17,070	17,377	17,684	17,991	18,298	18,605	18,912	19,219	19,526	19,833		307
	COLA	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309		
	BASE SALARY	19,072	19,379	19,686	19,993	20,300	20,607	20,914	21,221	21,528	21,835	22,142		
9	BASIC SALARY	17,509	17,841	18,173	18,505	18,837	19,169	19,501	19,833	20,165	20,497			332
	COLA	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309			
	BASE SALARY	19,818	20,150	20,482	20,814	21,146	21,478	21,810	22,142	22,474	22,806			
10	BASIC SALARY	18,298	18,656	19,014	19,372	19,730	20,088	20,446	20,804	21,162	21,520			358
	COLA	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309			
	BASE SALARY	20,607	20,965	21,323	21,681	22,039	22,397	22,755	23,113	23,471	23,829			
11	BASIC SALARY	19,486	19,884	20,282	20,680	21,078	21,476	21,874	22,272	22,670	23,068			398
	COLA	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309			
	BASE SALARY	21,795	22,193	22,591	22,989	23,387	23,785	24,183	24,581	24,979	25,377			

RURAL AUXILIARY PAY SCHEDULE
ANNUAL RATES
EFFECTIVE MAY 17, 1980 (PP12-80)

Rate Schedule Code-B

GRADE	STEPS	1	2	3	4	5	6	7	8	9	10	11	12	STEP INCR.
3	BASIC SALARY	13,539	13,751	13,963	14,175	14,387	14,599	14,811	15,023	15,235	15,447	15,659	15,871	212
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE SALARY	14,454	14,666	14,878	15,090	15,302	15,514	15,726	15,938	16,150	16,362	16,574	16,786	
5	BASIC SALARY	14,612	14,859	15,106	15,353	15,600	15,847	16,094	16,341	16,588	16,835	17,082	17,329	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE SALARY	15,527	15,774	16,021	16,268	16,515	16,762	17,009	17,256	17,503	17,750	17,997	18,244	

RURAL AUXILIARY PAY SCHEDULE
HOURLY RATES
EFFECTIVE MAY 17, 1980 (PP12-80)

Rate Schedule Code-B

GRADE	STEPS	1	2	3	4	5	6	7	8	9	10	11	12
	BASIC	6.74	6.85	6.95	7.06	7.16	7.27	7.38	7.48	7.59	7.69	7.80	7.90
3	COLA	.44	.44	.44	.44	.44	.44	.44	.44	.44	.44	.44	.44
	BASE	7.18	7.29	7.39	7.50	7.60	7.71	7.82	7.92	8.03	8.13	8.24	8.34
	BASIC	7.28	7.40	7.52	7.65	7.77	7.89	8.01	8.14	8.26	8.38	8.51	8.63
5	COLA	.44	.44	.44	.44	.44	.44	.44	.44	.44	.44	.44	.44
	BASE	7.72	7.84	7.96	8.09	8.21	8.33	8.45	8.58	8.70	8.82	8.95	9.07

POSTAL SERVICE SCHEDULE
FLEXIBLE EMPLOYEES - HOURLY RATE
EFFECTIVE MAY 17 , 1980 (PP12-80)

GRADE	STEPS	1	2	3	4	5	6	7	8	9	10	11	12
	BASIC	6.42	6.51	6.60	6.69	6.78	6.87	6.96	7.04	7.13	7.22	7.31	7.40
1	COLA	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11
	BASE	7.53	7.62	7.71	7.80	7.89	7.98	8.07	8.15	8.24	8.33	8.42	8.51
	BASIC	6.64	6.73	6.83	6.93	7.02	7.12	7.21	7.31	7.41	7.50	7.60	7.70
2	COLA	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11
	BASE	7.75	7.84	7.94	8.04	8.13	8.23	8.32	8.42	8.52	8.61	8.71	8.81
	BASIC	6.87	6.97	7.08	7.18	7.28	7.39	7.49	7.60	7.70	7.80	7.91	8.01
3	COLA	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11
	BASE	7.98	8.08	8.19	8.29	8.39	8.50	8.60	8.71	8.81	8.91	9.02	9.12
	BASIC	7.12	7.23	7.35	7.46	7.57	7.68	7.79	7.91	8.02	8.13	8.24	8.35
4	COLA	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11
	BASE	8.23	8.34	8.46	8.57	8.68	8.79	8.90	9.02	9.13	9.24	9.35	9.46
	BASIC	7.39	7.52	7.64	7.76	7.88	8.00	8.12	8.24	8.36	8.48	8.60	8.72
5	COLA	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11
	BASE	8.50	8.63	8.75	8.87	8.99	9.11	9.23	9.35	9.47	9.59	9.71	9.83
	BASIC	7.69	7.82	7.95	8.08	8.21	8.34	8.47	8.60	8.74	8.87	9.00	9.13
6	COLA	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11
	BASE	8.80	8.93	9.06	9.19	9.32	9.45	9.58	9.71	9.85	9.98	10.11	10.24
	BASIC	8.01	8.15	8.29	8.43	8.57	8.71	8.85	8.99	9.13	9.27	9.42	9.56
7	COLA	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11
	BASE	9.12	9.26	9.40	9.54	9.68	9.82	9.96	10.10	10.24	10.38	10.53	10.67
	BASIC	8.35	8.50	8.65	8.81	8.96	9.11	9.27	9.42	9.57	9.72	9.88	
8	COLA	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	
	BASE	9.46	9.61	9.76	9.92	10.07	10.22	10.38	10.53	10.68	10.83	10.99	
	BASIC	8.72	8.88	9.05	9.22	9.38	9.55	9.71	9.88	10.04	10.21		
9	COLA	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11		
	BASE	9.83	9.99	10.16	10.33	10.49	10.66	10.82	10.99	11.15	11.32		
	BASIC	9.11	9.29	9.47	9.65	9.83	10.00	10.18	10.36	10.54	10.72		
10	COLA	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11		
	BASE	10.22	10.40	10.58	10.76	10.94	11.11	11.29	11.47	11.65	11.83		
	BASIC	9.70	9.90	10.10	10.30	10.50	10.70	10.89	11.09	11.29	11.49		
11	COLA	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11		
	BASE	10.81	11.01	11.21	11.41	11.61	11.81	12.00	12.20	12.40	12.60		

POSTAL SERVICE SCHEDULE
HOURLY RATE REGULARS
EFFECTIVE MAY 17, 1980 (PP12-80)

GRADE	STEPS	1	2	3	4	5	6	7	8	9	10	11	12
	BASIC	6.20	6.29	6.37	6.46	6.54	6.63	6.72	6.80	6.89	6.97	7.06	7.14
1	COLA	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11
	BASE	7.31	7.40	7.48	7.57	7.65	7.74	7.83	7.91	8.00	8.08	8.17	8.25
	BASIC	6.41	6.50	6.59	6.69	6.78	6.87	6.96	7.06	7.15	7.24	7.34	7.43
2	COLA	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11
	BASE	7.52	7.61	7.70	7.80	7.89	7.98	8.07	8.17	8.26	8.35	8.45	8.54
	BASIC	6.63	6.73	6.83	6.93	7.03	7.13	7.23	7.33	7.43	7.53	7.63	7.73
3	COLA	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11
	BASE	7.74	7.84	7.94	8.04	8.14	8.24	8.34	8.44	8.54	8.64	8.74	8.84
	BASIC	6.88	6.98	7.09	7.20	7.31	7.42	7.52	7.63	7.74	7.85	7.96	8.07
4	COLA	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11
	BASE	7.99	8.09	8.20	8.31	8.42	8.53	8.63	8.74	8.85	8.96	9.07	9.18
	BASIC	7.14	7.26	7.37	7.49	7.60	7.72	7.84	7.95	8.07	8.19	8.30	8.42
5	COLA	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11
	BASE	8.25	8.37	8.48	8.60	8.71	8.83	8.95	9.06	9.18	9.30	9.41	9.53
	BASIC	7.42	7.55	7.67	7.80	7.93	8.05	8.18	8.31	8.43	8.56	8.69	8.81
6	COLA	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11
	BASE	8.53	8.66	8.78	8.91	9.04	9.16	9.29	9.42	9.54	9.67	9.80	9.92
	BASIC	7.73	7.87	8.00	8.14	8.27	8.41	8.55	8.68	8.82	8.95	9.09	9.23
7	COLA	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11
	BASE	8.84	8.98	9.11	9.25	9.38	9.52	9.66	9.79	9.93	10.06	10.20	10.34
	BASIC	8.06	8.21	8.35	8.50	8.65	8.80	8.94	9.09	9.24	9.39	9.54	
8	COLA	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	
	BASE	9.17	9.32	9.46	9.61	9.76	9.91	10.05	10.20	10.35	10.50	10.65	
	BASIC	8.42	8.58	8.74	8.90	9.06	9.22	9.38	9.54	9.69	9.85		
9	COLA	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11		
	BASE	9.53	9.69	9.85	10.01	10.17	10.33	10.49	10.65	10.80	10.96		
	BASIC	8.80	8.97	9.14	9.31	9.49	9.66	9.83	10.00	10.17	10.35		
10	COLA	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11		
	BASE	9.91	10.08	10.25	10.42	10.60	10.77	10.94	11.11	11.28	11.46		
	BASIC	9.37	9.56	9.75	9.94	10.13	10.33	10.52	10.71	10.90	11.09		
11	COLA	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11		
	BASE	10.48	10.67	10.86	11.05	11.24	11.44	11.63	11.82	12.01	12.20		

POSTAL DATA CENTER SALARY SCHEDULE
FULL-TIME ANNUAL RATES
EFFECTIVE MAY 17, 1980 (PP12-80)

GRADE	STEP	1	2	3	4	5	6	7	8	STEP INCR.
6	BASIC SALARY	13,817	14,193	14,569	14,945	15,321	15,697	16,073	16,449	376
	COLA	1,155	1,155	1,155	1,155	1,155	1,155	1,155	1,155	
	BASE SALARY	14,972	15,348	15,724	16,100	16,476	16,852	17,228	17,604	
7	BASIC SALARY	13,978	14,363	14,748	15,133	15,518	15,903	16,288	16,673	385
	COLA	1,169	1,169	1,169	1,169	1,169	1,169	1,169	1,169	
	BASE SALARY	15,147	15,532	15,917	16,302	16,687	17,072	17,457	17,842	
8	BASIC SALARY	14,171	14,567	14,963	15,359	15,755	16,151	16,547	16,943	396
	COLA	1,185	1,185	1,185	1,185	1,185	1,185	1,185	1,185	
	BASE SALARY	15,356	15,752	16,148	16,544	16,940	17,336	17,732	18,128	
9	BASIC SALARY	14,402	14,811	15,220	15,629	16,038	16,447	16,856	17,265	409
	COLA	1,204	1,204	1,204	1,204	1,204	1,204	1,204	1,204	
	BASE SALARY	15,606	16,015	16,424	16,833	17,242	17,651	18,060	18,469	
10	BASIC SALARY	14,671	15,094	15,517	15,940	16,363	16,786	17,209	17,632	423
	COLA	1,226	1,226	1,226	1,226	1,226	1,226	1,226	1,226	
	BASE SALARY	15,897	16,320	16,743	17,166	17,589	18,012	18,435	18,858	
11	BASIC SALARY	14,979	15,420	15,861	16,302	16,743	17,184	17,625	18,066	441
	COLA	1,252	1,252	1,252	1,252	1,252	1,252	1,252	1,252	
	BASE SALARY	16,231	16,672	17,113	17,554	17,995	18,436	18,877	19,318	
12	BASIC SALARY	15,381	15,834	16,287	16,740	17,193	17,646	18,099	18,552	453
	COLA	1,286	1,286	1,286	1,286	1,286	1,286	1,286	1,286	
	BASE SALARY	16,667	17,120	17,573	18,026	18,479	18,932	19,385	19,838	
13	BASIC SALARY	15,813	16,286	16,759	17,232	17,705	18,178	18,651	19,124	473
	COLA	1,322	1,322	1,322	1,322	1,322	1,322	1,322	1,322	
	BASE SALARY	17,135	17,608	18,081	18,554	19,027	19,500	19,973	20,446	
14	BASIC SALARY	16,293	16,790	17,287	17,784	18,281	18,778	19,275	19,772	497
	COLA	1,362	1,362	1,362	1,362	1,362	1,362	1,362	1,362	
	BASE SALARY	17,655	18,152	18,649	19,146	19,643	20,140	20,637	21,134	
15	BASIC SALARY	16,815	17,364	17,913	18,462	19,011	19,560	20,109	20,658	549
	COLA	1,406	1,406	1,406	1,406	1,406	1,406	1,406	1,406	
	BASE SALARY	18,221	18,770	19,319	19,868	20,417	20,966	21,515	22,064	
16	BASIC SALARY	17,408	17,998	18,588	19,178	19,768	20,358	20,948	21,538	590
	COLA	1,455	1,455	1,455	1,455	1,455	1,455	1,455	1,455	
	BASE SALARY	18,863	19,453	20,043	20,633	21,223	21,813	22,403	22,993	
17	BASIC SALARY	18,091	18,724	19,357	19,990	20,623	21,256	21,889	22,522	633
	COLA	1,512	1,512	1,512	1,512	1,512	1,512	1,512	1,512	
	BASE SALARY	19,603	20,236	20,869	21,502	22,135	22,768	23,401	24,034	
18	BASIC SALARY	18,895	19,576	20,257	20,938	21,619	22,300	22,981	23,662	681
	COLA	1,579	1,579	1,579	1,579	1,579	1,579	1,579	1,579	
	BASE SALARY	20,474	21,155	21,836	22,517	23,198	23,879	24,560	25,241	
19	BASIC SALARY	19,807	20,540	21,273	22,006	22,739	23,472	24,205	24,938	733
	COLA	1,656	1,656	1,656	1,656	1,656	1,656	1,656	1,656	
	BASE SALARY	21,463	22,196	22,929	23,662	24,395	25,128	25,861	26,594	
20	BASIC SALARY	20,878	21,665	22,452	23,239	24,026	24,813	25,600	26,387	787
	COLA	1,745	1,745	1,745	1,745	1,745	1,745	1,745	1,745	
	BASE SALARY	22,623	23,410	24,197	24,984	25,771	26,558	27,345	28,132	
21	BASIC SALARY	22,096	22,945	23,794	24,643	25,492	26,341	27,190	28,039	849
	COLA	1,847	1,847	1,847	1,847	1,847	1,847	1,847	1,847	
	BASE SALARY	23,943	24,792	25,641	26,490	27,339	28,188	29,037	29,886	
22	BASIC SALARY	23,482	24,401	25,320	26,239	27,158	28,077	28,996	29,915	919
	COLA	1,963	1,963	1,963	1,963	1,963	1,963	1,963	1,963	
	BASE SALARY	25,445	26,364	27,283	28,202	29,121	30,040	30,959	31,878	

AUTOMATIC DATA PROCESSING CENTER SALARY SCHEDULE
FULL-TIME ANNUAL RATES
EFFECTIVE MAY 17, 1980 (PP12-80)

GRADE	STEPS	1	2	3	4	5	6	7	8	STEP INCR.
8	BASIC SALARY	13,011	13,411	13,811	14,211	14,611	15,011	15,411	15,811	400
	COLA	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	
	BASE SALARY	15,320	15,720	16,120	16,520	16,920	17,320	17,720	18,120	
9	BASIC SALARY	13,243	13,656	14,069	14,482	14,895	15,308	15,721	16,134	413
	COLA	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	
	BASE SALARY	15,552	15,965	16,378	16,791	17,204	17,617	18,030	18,443	
10	BASIC SALARY	13,516	13,943	14,370	14,797	15,224	15,651	16,078	16,505	427
	COLA	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	
	BASE SALARY	15,825	16,252	16,679	17,106	17,533	17,960	18,387	18,814	
11	BASIC SALARY	13,948	14,398	14,848	15,298	15,748	16,198	16,648	17,098	450
	COLA	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	
	BASE SALARY	16,257	16,707	17,157	17,607	18,057	18,507	18,957	19,407	
12	BASIC SALARY	14,363	14,824	15,285	15,746	16,207	16,668	17,129	17,590	461
	COLA	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	
	BASE SALARY	16,672	17,133	17,594	18,055	18,516	18,977	19,438	19,899	
13	BASIC SALARY	14,799	15,282	15,765	16,248	16,731	17,214	17,697	18,180	483
	COLA	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	
	BASE SALARY	17,108	17,591	18,074	18,557	19,040	19,523	20,006	20,489	
14	BASIC SALARY	15,334	15,840	16,346	16,852	17,358	17,864	18,370	18,876	506
	COLA	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	
	BASE SALARY	17,643	18,149	18,655	19,161	19,667	20,173	20,679	21,185	
15	BASIC SALARY	15,919	16,455	16,991	17,527	18,063	18,599	19,135	19,671	536
	COLA	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	
	BASE SALARY	18,228	18,764	19,300	19,836	20,372	20,908	21,444	21,980	
16	BASIC SALARY	16,569	17,140	17,711	18,282	18,853	19,424	19,995	20,566	571
	COLA	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	
	BASE SALARY	18,878	19,449	20,020	20,591	21,162	21,733	22,304	22,875	
17	BASIC SALARY	17,925	18,539	19,153	19,767	20,381	20,995	21,609	22,223	614
	COLA	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	
	BASE SALARY	20,234	20,848	21,462	22,076	22,690	23,304	23,918	24,532	
18	BASIC SALARY	18,878	19,530	20,182	20,834	21,486	22,138	22,790	23,442	652
	COLA	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	
	BASE SALARY	21,187	21,839	22,491	23,143	23,795	24,447	25,099	25,751	
19	BASIC SALARY	19,831	20,520	21,209	21,898	22,587	23,276	23,965	24,654	689
	COLA	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	
	BASE SALARY	22,140	22,829	23,518	24,207	24,896	25,585	26,274	26,963	
21	BASIC SALARY	21,942	22,836	23,730	24,624	25,518	26,412	27,306	28,200	894
	COLA	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	
	BASE SALARY	24,251	25,145	26,039	26,933	27,827	28,721	29,615	30,509	

NATIONAL POSTAL PROFESSIONAL NURSES (NPPN) SCHEDULE

FULL-TIME ANNUAL RATES
EFFECTIVE MAY 17, 1980 (PP12-80)

	1	2	3	4	5	6	7	8	9	10	11	12	STEP INCR
BASIC SALARY	15,650	16,000	16,350	16,700	17,050	17,400	17,750	18,100	18,450	18,800	19,150	19,500	350
COLA	1,186	1,186	1,186	1,186	1,186	1,186	1,186	1,186	1,186	1,186	1,186	1,186	
BASE SALARY	16,836	17,186	17,536	17,886	18,236	18,586	18,936	19,286	19,636	19,986	20,336	20,686	

FLEXIBLE EMPLOYEES - HOURLY RATES
EFFECTIVE MAY 17, 1980 (PP12-80)

BASIC	7.79	7.97	8.14	8.32	8.49	8.67	8.84	9.01	9.19	9.36	9.54	9.71
COLA	.57	.57	.57	.57	.57	.57	.57	.57	.57	.57	.57	.57
BASE	8.36	8.54	8.71	8.89	9.06	9.24	9.41	9.58	9.76	9.93	10.11	10.28

RURAL CARRIER EVALUATED (HEAVY DUTY) SCHEDULE
EFFECTIVE MAY 17, 1980 (PP12-80)

HOURS	STEPS	1	2	3	4	5	6	7	8	9	10	11	12	STEP INCR.
12	BASIC SALARY	4,384	4,459	4,534	4,609	4,684	4,759	4,834	4,909	4,984	5,059	5,134	5,209	75
	COLA	275	275	275	275	275	275	275	275	275	275	275	275	
	BASE SALARY	4,659	4,734	4,809	4,884	4,959	5,034	5,109	5,184	5,259	5,334	5,409	5,484	
13	BASIC SALARY	4,749	4,830	4,911	4,992	5,073	5,154	5,235	5,316	5,397	5,478	5,559	5,640	81
	COLA	297	297	297	297	297	297	297	297	297	297	297	297	
	BASE SALARY	5,046	5,127	5,208	5,289	5,370	5,451	5,532	5,613	5,694	5,775	5,856	5,937	
14	BASIC SALARY	5,114	5,201	5,288	5,375	5,462	5,549	5,636	5,723	5,810	5,897	5,984	6,071	87
	COLA	320	320	320	320	320	320	320	320	320	320	320	320	
	BASE SALARY	5,434	5,521	5,608	5,695	5,782	5,869	5,956	6,043	6,130	6,217	6,304	6,391	
15	BASIC SALARY	5,480	5,573	5,666	5,759	5,852	5,945	6,038	6,131	6,224	6,317	6,410	6,503	93
	COLA	343	343	343	343	343	343	343	343	343	343	343	343	
	BASE SALARY	5,823	5,916	6,009	6,102	6,195	6,288	6,381	6,474	6,567	6,660	6,753	6,846	
16	BASIC SALARY	5,845	5,944	6,043	6,142	6,241	6,340	6,439	6,538	6,637	6,736	6,835	6,934	99
	COLA	366	366	366	366	366	366	366	366	366	366	366	366	
	BASE SALARY	6,211	6,310	6,409	6,508	6,607	6,706	6,805	6,904	7,003	7,102	7,201	7,300	
17	BASIC SALARY	6,210	6,315	6,420	6,525	6,630	6,735	6,840	6,945	7,050	7,155	7,260	7,365	105
	COLA	389	389	389	389	389	389	389	389	389	389	389	389	
	BASE SALARY	6,599	6,704	6,809	6,914	7,019	7,124	7,229	7,334	7,439	7,544	7,649	7,754	
18	BASIC SALARY	6,575	6,687	6,799	6,911	7,023	7,135	7,247	7,359	7,471	7,583	7,695	7,807	112
	COLA	412	412	412	412	412	412	412	412	412	412	412	412	
	BASE SALARY	6,987	7,099	7,211	7,323	7,435	7,547	7,659	7,771	7,883	7,995	8,107	8,219	
19	BASIC SALARY	6,941	7,059	7,177	7,295	7,413	7,531	7,649	7,767	7,885	8,003	8,121	8,239	118
	COLA	435	435	435	435	435	435	435	435	435	435	435	435	
	BASE SALARY	7,376	7,494	7,612	7,730	7,848	7,966	8,084	8,202	8,320	8,438	8,556	8,674	
20	BASIC SALARY	7,306	7,430	7,554	7,678	7,802	7,926	8,050	8,174	8,298	8,422	8,546	8,670	124
	COLA	458	458	458	458	458	458	458	458	458	458	458	458	
	BASE SALARY	7,764	7,888	8,012	8,136	8,260	8,384	8,508	8,632	8,756	8,880	9,004	9,128	
21	BASIC SALARY	7,671	7,801	7,931	8,061	8,191	8,321	8,451	8,581	8,711	8,841	8,971	9,101	130
	COLA	480	480	480	480	480	480	480	480	480	480	480	480	
	BASE SALARY	8,151	8,281	8,411	8,541	8,671	8,801	8,931	9,061	9,191	9,321	9,451	9,581	
22	BASIC SALARY	8,037	8,173	8,309	8,445	8,581	8,717	8,853	8,989	9,125	9,261	9,397	9,533	136
	COLA	503	503	503	503	503	503	503	503	503	503	503	503	
	BASE SALARY	8,540	8,676	8,812	8,948	9,084	9,220	9,356	9,492	9,628	9,764	9,900	10,036	
23	BASIC SALARY	8,402	8,545	8,688	8,831	8,974	9,117	9,260	9,403	9,546	9,689	9,832	9,975	143
	COLA	526	526	526	526	526	526	526	526	526	526	526	526	
	BASE SALARY	8,928	9,071	9,214	9,357	9,500	9,643	9,786	9,929	10,072	10,215	10,358	10,501	
24	BASIC SALARY	8,767	8,916	9,065	9,214	9,363	9,512	9,661	9,810	9,959	10,108	10,257	10,406	149
	COLA	549	549	549	549	549	549	549	549	549	549	549	549	
	BASE SALARY	9,316	9,465	9,614	9,763	9,912	10,061	10,210	10,359	10,508	10,657	10,806	10,955	
25	BASIC SALARY	9,133	9,288	9,443	9,598	9,753	9,908	10,063	10,218	10,373	10,528	10,683	10,838	155
	COLA	572	572	572	572	572	572	572	572	572	572	572	572	
	BASE SALARY	9,705	9,860	10,015	10,170	10,325	10,480	10,635	10,790	10,945	11,100	11,255	11,410	
26	BASIC SALARY	9,498	9,659	9,820	9,981	10,142	10,303	10,464	10,625	10,786	10,947	11,108	11,269	161
	COLA	595	595	595	595	595	595	595	595	595	595	595	595	
	BASE SALARY	10,093	10,254	10,415	10,576	10,737	10,898	11,059	11,220	11,381	11,542	11,703	11,864	
27	BASIC SALARY	9,863	10,030	10,197	10,364	10,531	10,698	10,865	11,032	11,199	11,366	11,533	11,700	167
	COLA	618	618	618	618	618	618	618	618	618	618	618	618	
	BASE SALARY	10,481	10,648	10,815	10,982	11,149	11,316	11,483	11,650	11,817	11,984	12,151	12,318	
28	BASIC SALARY	10,228	10,401	10,574	10,747	10,920	11,093	11,266	11,439	11,612	11,785	11,958	12,131	173
	COLA	641	641	641	641	641	641	641	641	641	641	641	641	
	BASE SALARY	10,869	11,042	11,215	11,388	11,561	11,734	11,907	12,080	12,253	12,426	12,599	12,772	
29	BASIC SALARY	10,594	10,774	10,954	11,134	11,314	11,494	11,674	11,854	12,034	12,214	12,394	12,574	180
	COLA	664	664	664	664	664	664	664	664	664	664	664	664	
	BASE SALARY	11,258	11,438	11,618	11,798	11,978	12,158	12,338	12,518	12,698	12,878	13,058	13,238	
30	BASIC SALARY	10,959	11,145	11,331	11,517	11,703	11,889	12,075	12,261	12,447	12,633	12,819	13,005	186
	COLA	686	686	686	686	686	686	686	686	686	686	686	686	
	BASE SALARY	11,645	11,831	12,017	12,203	12,389	12,575	12,761	12,947	13,133	13,319	13,505	13,691	
31	BASIC SALARY	11,324	11,516	11,708	11,900	12,092	12,284	12,476	12,668	12,860	13,052	13,244	13,436	192
	COLA	709	709	709	709	709	709	709	709	709	709	709	709	
	BASE SALARY	12,033	12,225	12,417	12,609	12,801	12,993	13,185	13,377	13,569	13,761	13,953	14,145	

RURAL CARRIER EVALUATED (HEAVY DUTY) SCHEDULE EFFECTIVE MAY 17, 1980 (PP12-80)

HOURS	STEPS	1	2	3	4	5	6	7	8	9	10	11	12	STEP INCR.
32	BASIC SALARY	11,690	11,888	12,086	12,284	12,482	12,680	12,878	13,076	13,274	13,472	13,670	13,868	198
	COLA	732	732	732	732	732	732	732	732	732	732	732	732	
	BASE SALARY	12,422	12,620	12,818	13,016	13,214	13,412	13,610	13,808	14,006	14,204	14,402	14,600	
33	BASIC SALARY	12,055	12,259	12,463	12,667	12,871	13,075	13,279	13,483	13,687	13,891	14,095	14,299	204
	COLA	755	755	755	755	755	755	755	755	755	755	755	755	
	BASE SALARY	12,810	13,014	13,218	13,422	13,626	13,830	14,034	14,238	14,442	14,646	14,850	15,054	
34	BASIC SALARY	12,420	12,630	12,840	13,050	13,260	13,470	13,680	13,890	14,100	14,310	14,520	14,730	210
	COLA	778	778	778	778	778	778	778	778	778	778	778	778	
	BASE SALARY	13,198	13,408	13,618	13,828	14,038	14,248	14,458	14,668	14,878	15,088	15,298	15,508	
35	BASIC SALARY	12,786	13,003	13,220	13,437	13,654	13,871	14,088	14,305	14,522	14,739	14,956	15,173	217
	COLA	801	801	801	801	801	801	801	801	801	801	801	801	
	BASE SALARY	13,587	13,804	14,021	14,238	14,455	14,672	14,889	15,106	15,323	15,540	15,757	15,974	
36	BASIC SALARY	13,151	13,374	13,597	13,820	14,043	14,266	14,489	14,712	14,935	15,158	15,381	15,604	223
	COLA	824	824	824	824	824	824	824	824	824	824	824	824	
	BASE SALARY	13,975	14,198	14,421	14,644	14,867	15,090	15,313	15,536	15,759	15,982	16,205	16,428	
37	BASIC SALARY	13,516	13,745	13,974	14,203	14,432	14,661	14,890	15,119	15,348	15,577	15,806	16,035	229
	COLA	847	847	847	847	847	847	847	847	847	847	847	847	
	BASE SALARY	14,363	14,592	14,821	15,050	15,279	15,508	15,737	15,966	16,195	16,424	16,653	16,882	
38	BASIC SALARY	13,881	14,116	14,351	14,586	14,821	15,056	15,291	15,526	15,761	15,996	16,231	16,466	235
	COLA	869	869	869	869	869	869	869	869	869	869	869	869	
	BASE SALARY	14,750	14,985	15,220	15,455	15,690	15,925	16,160	16,395	16,630	16,865	17,100	17,335	
39	BASIC SALARY	14,247	14,488	14,729	14,970	15,211	15,452	15,693	15,934	16,175	16,416	16,657	16,898	241
	COLA	892	892	892	892	892	892	892	892	892	892	892	892	
	BASE SALARY	15,139	15,380	15,621	15,862	16,103	16,344	16,585	16,826	17,067	17,308	17,549	17,790	
40	BASIC SALARY	14,612	14,859	15,106	15,353	15,600	15,847	16,094	16,341	16,588	16,835	17,082	17,329	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE SALARY	15,527	15,774	16,021	16,268	16,515	16,762	17,009	17,256	17,503	17,750	17,997	18,244	
41	BASIC SALARY	15,160	15,417	15,674	15,931	16,188	16,445	16,702	16,959	17,216	17,473	17,730	17,987	257
	COLA	950	950	950	950	950	950	950	950	950	950	950	950	
	BASE SALARY	16,110	16,367	16,624	16,881	17,138	17,395	17,652	17,909	18,166	18,423	18,680	18,937	
42	BASIC SALARY	15,708	15,974	16,240	16,506	16,772	17,038	17,304	17,570	17,836	18,102	18,368	18,634	266
	COLA	984	984	984	984	984	984	984	984	984	984	984	984	
	BASE SALARY	16,692	16,958	17,224	17,490	17,756	18,022	18,288	18,554	18,820	19,086	19,352	19,618	
43	BASIC SALARY	16,256	16,531	16,806	17,081	17,356	17,631	17,906	18,181	18,456	18,731	19,006	19,281	275
	COLA	1,018	1,018	1,018	1,018	1,018	1,018	1,018	1,018	1,018	1,018	1,018	1,018	
	BASE SALARY	17,274	17,549	17,824	18,099	18,374	18,649	18,924	19,199	19,474	19,749	20,024	20,299	
44	BASIC SALARY	16,804	17,089	17,374	17,659	17,944	18,229	18,514	18,799	19,084	19,369	19,654	19,939	285
	COLA	1,052	1,052	1,052	1,052	1,052	1,052	1,052	1,052	1,052	1,052	1,052	1,052	
	BASE SALARY	17,856	18,141	18,426	18,711	18,996	19,281	19,566	19,851	20,136	20,421	20,706	20,991	
45	BASIC SALARY	17,352	17,646	17,940	18,234	18,528	18,822	19,116	19,410	19,704	19,998	20,292	20,586	294
	COLA	1,087	1,087	1,087	1,087	1,087	1,087	1,087	1,087	1,087	1,087	1,087	1,087	
	BASE SALARY	18,439	18,733	19,027	19,321	19,615	19,909	20,203	20,497	20,791	21,085	21,379	21,673	
46	BASIC SALARY	17,900	18,203	18,506	18,809	19,112	19,415	19,718	20,021	20,324	20,627	20,930	21,233	303
	COLA	1,121	1,121	1,121	1,121	1,121	1,121	1,121	1,121	1,121	1,121	1,121	1,121	
	BASE SALARY	19,021	19,324	19,627	19,930	20,233	20,536	20,839	21,142	21,445	21,748	22,051	22,354	
47	BASIC SALARY	18,448	18,760	19,072	19,384	19,696	20,008	20,320	20,632	20,944	21,256	21,568	21,880	312
	COLA	1,155	1,155	1,155	1,155	1,155	1,155	1,155	1,155	1,155	1,155	1,155	1,155	
	BASE SALARY	19,603	19,915	20,227	20,539	20,851	21,163	21,475	21,787	22,099	22,411	22,723	23,035	
48	BASIC SALARY	18,996	19,318	19,640	19,962	20,284	20,606	20,928	21,250	21,572	21,894	22,216	22,538	322
	COLA	1,190	1,190	1,190	1,190	1,190	1,190	1,190	1,190	1,190	1,190	1,190	1,190	
	BASE SALARY	20,186	20,508	20,830	21,152	21,474	21,796	22,118	22,440	22,762	23,084	23,406	23,728	

RURAL CARRIER MILEAGE SCHEDULE (RCS)
EFFECTIVE MAY 17, 1980 (PP12-80)

MILES	STEPS	1	2	3	4	5	6	7	8	9	10	11	12	STEP INCR.
6	BASIC	11,254	11,453	11,652	11,851	12,050	12,249	12,448	12,647	12,846	13,045	13,244	13,443	199
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	12,169	12,368	12,567	12,766	12,965	13,164	13,363	13,562	13,761	13,960	14,159	14,358	
7	BASIC	11,379	11,580	11,781	11,982	12,183	12,384	12,585	12,786	12,987	13,188	13,389	13,590	201
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	12,294	12,495	12,696	12,897	13,098	13,299	13,500	13,701	13,902	14,103	14,304	14,505	
8	BASIC	11,504	11,707	11,910	12,113	12,316	12,519	12,722	12,925	13,128	13,331	13,534	13,737	203
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	12,419	12,622	12,825	13,028	13,231	13,434	13,637	13,840	14,043	14,246	14,449	14,652	
9	BASIC	11,629	11,834	12,039	12,244	12,449	12,654	12,859	13,064	13,269	13,474	13,679	13,884	205
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	12,544	12,749	12,954	13,159	13,364	13,569	13,774	13,979	14,184	14,389	14,594	14,799	
10	BASIC	11,754	11,961	12,168	12,375	12,582	12,789	12,996	13,203	13,410	13,617	13,824	14,031	207
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	12,669	12,876	13,083	13,290	13,497	13,704	13,911	14,118	14,325	14,532	14,739	14,946	
11	BASIC	11,878	12,087	12,296	12,505	12,714	12,923	13,132	13,341	13,550	13,759	13,968	14,177	209
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	12,793	13,002	13,211	13,420	13,629	13,838	14,047	14,256	14,465	14,674	14,883	15,092	
12	BASIC	12,003	12,214	12,425	12,636	12,847	13,058	13,269	13,480	13,691	13,902	14,113	14,324	211
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	12,918	13,129	13,340	13,551	13,762	13,973	14,184	14,395	14,606	14,817	15,028	15,239	
13	BASIC	12,128	12,341	12,554	12,767	12,980	13,193	13,406	13,619	13,832	14,045	14,258	14,471	213
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	13,043	13,256	13,469	13,682	13,895	14,108	14,321	14,534	14,747	14,960	15,173	15,386	
14	BASIC	12,253	12,468	12,683	12,898	13,113	13,328	13,543	13,758	13,973	14,188	14,403	14,618	215
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	13,168	13,383	13,598	13,813	14,028	14,243	14,458	14,673	14,888	15,103	15,318	15,533	
15	BASIC	12,378	12,595	12,812	13,029	13,246	13,463	13,680	13,897	14,114	14,331	14,548	14,765	217
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	13,293	13,510	13,727	13,944	14,161	14,378	14,595	14,812	15,029	15,246	15,463	15,680	
16	BASIC	12,503	12,722	12,941	13,160	13,379	13,598	13,817	14,036	14,255	14,474	14,693	14,912	219
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	13,418	13,637	13,856	14,075	14,294	14,513	14,732	14,951	15,170	15,389	15,608	15,827	
17	BASIC	12,628	12,849	13,070	13,291	13,512	13,733	13,954	14,175	14,396	14,617	14,838	15,059	221
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	13,543	13,764	13,985	14,206	14,427	14,648	14,869	15,090	15,311	15,532	15,753	15,974	
18	BASIC	12,753	12,976	13,199	13,422	13,645	13,868	14,091	14,314	14,537	14,760	14,983	15,206	223
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	13,668	13,891	14,114	14,337	14,560	14,783	15,006	15,229	15,452	15,675	15,898	16,121	
19	BASIC	12,878	13,103	13,328	13,553	13,778	14,003	14,228	14,453	14,678	14,903	15,128	15,353	225
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	13,793	14,018	14,243	14,468	14,693	14,918	15,143	15,368	15,593	15,818	16,043	16,268	
20	BASIC	13,003	13,230	13,457	13,684	13,911	14,138	14,365	14,592	14,819	15,046	15,273	15,500	227
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	13,918	14,145	14,372	14,599	14,826	15,053	15,280	15,507	15,734	15,961	16,188	16,415	
21	BASIC	13,128	13,357	13,586	13,815	14,044	14,273	14,502	14,731	14,960	15,189	15,418	15,647	229
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	14,043	14,272	14,501	14,730	14,959	15,188	15,417	15,646	15,875	16,104	16,333	16,562	
22	BASIC	13,253	13,484	13,715	13,946	14,177	14,408	14,639	14,870	15,101	15,332	15,563	15,794	231
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	14,168	14,399	14,630	14,861	15,092	15,323	15,554	15,785	16,016	16,247	16,478	16,709	
23	BASIC	13,378	13,611	13,844	14,077	14,310	14,543	14,776	15,009	15,242	15,475	15,708	15,941	233
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	14,293	14,526	14,759	14,992	15,225	15,458	15,691	15,924	16,157	16,390	16,623	16,856	
24	BASIC	13,503	13,738	13,973	14,208	14,443	14,678	14,913	15,148	15,383	15,618	15,853	16,088	235
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	14,418	14,653	14,888	15,123	15,358	15,593	15,828	16,063	16,298	16,533	16,768	17,003	
25	BASIC	13,628	13,865	14,102	14,339	14,576	14,813	15,050	15,287	15,524	15,761	15,998	16,235	237
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	14,543	14,780	15,017	15,254	15,491	15,728	15,965	16,202	16,439	16,676	16,913	17,150	
26	BASIC	13,753	13,992	14,231	14,470	14,709	14,948	15,187	15,426	15,665	15,904	16,143	16,382	239
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	14,668	14,907	15,146	15,385	15,624	15,863	16,102	16,341	16,580	16,819	17,058	17,297	
27	BASIC	13,878	14,119	14,360	14,601	14,342	15,083	15,324	15,565	15,806	16,047	16,288	16,529	241
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	14,793	15,034	15,275	15,516	15,757	15,998	16,239	16,480	16,721	16,962	17,203	17,444	
28	BASIC	14,003	14,246	14,489	14,732	14,975	15,218	15,461	15,704	15,947	16,190	16,433	16,676	243
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	14,918	15,161	15,404	15,647	15,890	16,133	16,376	16,619	16,862	17,105	17,348	17,591	

RURAL CARRIER MILEAGE SCHEDULE (RCS)
EFFECTIVE MAY 17, 1980 (PP12-80)

MILES	STEPS	1	2	3	4	5	6	7	8	9	10	11	12	STEP INCR.
29	BASIC	14,128	14,373	14,618	14,863	15,108	15,353	15,598	15,843	16,088	16,333	16,578	16,823	245
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	15,043	15,288	15,533	15,778	16,023	16,268	16,513	16,758	17,003	17,248	17,493	17,738	
30	BASIC	14,253	14,500	14,747	14,994	15,241	15,488	15,735	15,982	16,229	16,476	16,723	16,970	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	15,168	15,415	15,662	15,909	16,156	16,403	16,650	16,897	17,144	17,391	17,638	17,885	
31	BASIC	14,282	14,529	14,776	15,023	15,270	15,517	15,764	16,011	16,258	16,505	16,752	16,999	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	15,197	15,444	15,691	15,938	16,185	16,432	16,679	16,926	17,173	17,420	17,667	17,914	
32	BASIC	14,312	14,559	14,806	15,053	15,300	15,547	15,794	16,041	16,288	16,535	16,782	17,029	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	15,227	15,474	15,721	15,968	16,215	16,462	16,709	16,956	17,203	17,450	17,697	17,944	
33	BASIC	14,342	14,589	14,836	15,083	15,330	15,577	15,824	16,071	16,318	16,565	16,812	17,059	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	15,257	15,504	15,751	15,998	16,245	16,492	16,739	16,986	17,233	17,480	17,727	17,974	
34	BASIC	14,372	14,619	14,866	15,113	15,360	15,607	15,854	16,101	16,348	16,595	16,842	17,089	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	15,287	15,534	15,781	16,028	16,275	16,522	16,769	17,016	17,263	17,510	17,757	18,004	
35	BASIC	14,402	14,649	14,896	15,143	15,390	15,637	15,884	16,131	16,378	16,625	16,872	17,119	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	15,317	15,564	15,811	16,058	16,305	16,552	16,799	17,046	17,293	17,540	17,787	18,034	
36	BASIC	14,432	14,679	14,926	15,173	15,420	15,667	15,914	16,161	16,408	16,655	16,902	17,149	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	15,347	15,594	15,841	16,088	16,335	16,582	16,829	17,076	17,323	17,570	17,817	18,064	
37	BASIC	14,462	14,709	14,956	15,203	15,450	15,697	15,944	16,191	16,438	16,685	16,932	17,179	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	15,377	15,624	15,871	16,118	16,365	16,612	16,859	17,106	17,353	17,600	17,847	18,094	
38	BASIC	14,492	14,739	14,986	15,233	15,480	15,727	15,974	16,221	16,468	16,715	16,962	17,209	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	15,407	15,654	15,901	16,148	16,395	16,642	16,889	17,136	17,383	17,630	17,877	18,124	
39	BASIC	14,522	14,769	15,016	15,263	15,510	15,757	16,004	16,251	16,498	16,745	16,992	17,239	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	15,437	15,684	15,931	16,178	16,425	16,672	16,919	17,166	17,413	17,660	17,907	18,154	
40	BASIC	14,552	14,799	15,046	15,293	15,540	15,787	16,034	16,281	16,528	16,775	17,022	17,269	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	15,467	15,714	15,961	16,208	16,455	16,702	16,949	17,196	17,443	17,690	17,937	18,184	
41	BASIC	14,582	14,829	15,076	15,323	15,570	15,817	16,064	16,311	16,558	16,805	17,052	17,299	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	15,497	15,744	15,991	16,238	16,485	16,732	16,979	17,226	17,473	17,720	17,967	18,214	
42	BASIC	14,612	14,859	15,106	15,353	15,600	15,847	16,094	16,341	16,588	16,835	17,082	17,329	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	15,527	15,774	16,021	16,268	16,515	16,762	17,009	17,256	17,503	17,750	17,997	18,244	
43	BASIC	14,642	14,889	15,136	15,383	15,630	15,877	16,124	16,371	16,618	16,865	17,112	17,359	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	15,557	15,804	16,051	16,298	16,545	16,792	17,039	17,286	17,533	17,780	18,027	18,274	
44	BASIC	14,672	14,919	15,166	15,413	15,660	15,907	16,154	16,401	16,648	16,895	17,142	17,389	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	15,587	15,834	16,081	16,328	16,575	16,822	17,069	17,316	17,563	17,810	18,057	18,304	
45	BASIC	14,701	14,948	15,195	15,442	15,689	15,936	16,183	16,430	16,677	16,924	17,171	17,418	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	15,616	15,863	16,110	16,357	16,604	16,851	17,098	17,345	17,592	17,839	18,086	18,333	
46	BASIC	14,731	14,978	15,225	15,472	15,719	15,966	16,213	16,460	16,707	16,954	17,201	17,448	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	15,646	15,893	16,140	16,387	16,634	16,881	17,128	17,375	17,622	17,869	18,116	18,363	
47	BASIC	14,761	15,008	15,255	15,502	15,749	15,996	16,243	16,490	16,737	16,984	17,231	17,478	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	15,676	15,923	16,170	16,417	16,664	16,911	17,158	17,405	17,652	17,899	18,146	18,393	
48	BASIC	14,791	15,038	15,285	15,532	15,779	16,026	16,273	16,520	16,767	17,014	17,261	17,508	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	15,706	15,953	16,200	16,447	16,694	16,941	17,188	17,435	17,682	17,929	18,176	18,423	
49	BASIC	14,821	15,068	15,315	15,562	15,809	16,056	16,303	16,550	16,797	17,044	17,291	17,538	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	15,736	15,983	16,230	16,477	16,724	16,971	17,218	17,465	17,712	17,959	18,206	18,453	
50	BASIC	14,851	15,098	15,345	15,592	15,839	16,086	16,333	16,580	16,827	17,074	17,321	17,568	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	15,766	16,013	16,260	16,507	16,754	17,001	17,248	17,495	17,742	17,989	18,236	18,483	
51	BASIC	14,881	15,128	15,375	15,622	15,869	16,116	16,363	16,610	16,857	17,104	17,351	17,598	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	15,796	16,043	16,290	16,537	16,784	17,031	17,278	17,525	17,772	18,019	18,266	18,513	
52	BASIC	14,911	15,158	15,405	15,652	15,899	16,146	16,393	16,640	16,887	17,134	17,381	17,628	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	15,826	16,073	16,320	16,567	16,814	17,061	17,308	17,555	17,802	18,049	18,296	18,543	

RURAL CARRIER MILEAGE SCHEDULE (RCS)
EFFECTIVE MAY 17, 1980 (PP12-80)

MILES	STEPS	1	2	3	4	5	6	7	8	9	10	11	12	STEP INCR
53	BASIC	14,941	15,188	15,435	15,682	15,929	16,176	16,423	16,670	16,917	17,164	17,411	17,658	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	15,856	16,103	16,350	16,597	16,844	17,091	17,338	17,585	17,832	18,079	18,326	18,573	
54	BASIC	14,971	15,218	15,465	15,712	15,959	16,206	16,453	16,700	16,947	17,194	17,441	17,688	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	15,886	16,133	16,380	16,627	16,874	17,121	17,368	17,615	17,862	18,109	18,356	18,603	
55	BASIC	15,001	15,248	15,495	15,742	15,989	16,236	16,483	16,730	16,977	17,224	17,471	17,718	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	15,916	16,163	16,410	16,657	16,904	17,151	17,398	17,645	17,892	18,139	18,386	18,633	
56	BASIC	15,031	15,278	15,525	15,772	16,019	16,266	16,513	16,760	17,007	17,254	17,501	17,748	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	15,946	16,193	16,440	16,687	16,934	17,181	17,428	17,675	17,922	18,169	18,416	18,663	
57	BASIC	15,061	15,308	15,555	15,802	16,049	16,296	16,543	16,790	17,037	17,284	17,531	17,778	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	15,976	16,223	16,470	16,717	16,964	17,211	17,458	17,705	17,952	18,199	18,446	18,693	
58	BASIC	15,091	15,338	15,585	15,832	16,079	16,326	16,573	16,820	17,067	17,314	17,561	17,808	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,006	16,253	16,500	16,747	16,994	17,241	17,488	17,735	17,982	18,229	18,476	18,723	
59	BASIC	15,120	15,367	15,614	15,861	16,108	16,355	16,602	16,849	17,096	17,343	17,590	17,837	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,035	16,282	16,529	16,776	17,023	17,270	17,517	17,764	18,011	18,258	18,505	18,752	
60	BASIC	15,150	15,397	15,644	15,891	16,138	16,385	16,632	16,879	17,126	17,373	17,620	17,867	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,065	16,312	16,559	16,806	17,053	17,300	17,547	17,794	18,041	18,288	18,535	18,782	
61	BASIC	15,180	15,427	15,674	15,921	16,168	16,415	16,662	16,909	17,156	17,403	17,650	17,897	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,095	16,342	16,589	16,836	17,083	17,330	17,577	17,824	18,071	18,318	18,565	18,812	
62	BASIC	15,210	15,457	15,704	15,951	16,198	16,445	16,692	16,939	17,186	17,433	17,680	17,927	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,125	16,372	16,619	16,866	17,113	17,360	17,607	17,854	18,101	18,348	18,595	18,842	
63	BASIC	15,240	15,487	15,734	15,981	16,228	16,475	16,722	16,969	17,216	17,463	17,710	17,957	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,155	16,402	16,649	16,896	17,143	17,390	17,637	17,884	18,131	18,378	18,625	18,872	
64	BASIC	15,270	15,517	15,764	16,011	16,258	16,505	16,752	16,999	17,246	17,493	17,740	17,987	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,185	16,432	16,679	16,926	17,173	17,420	17,667	17,914	18,161	18,408	18,655	18,902	
65	BASIC	15,300	15,547	15,794	16,041	16,288	16,535	16,782	17,029	17,276	17,523	17,770	18,017	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,215	16,462	16,709	16,956	17,203	17,450	17,697	17,944	18,191	18,438	18,685	18,932	
66	BASIC	15,330	15,577	15,824	16,071	16,318	16,565	16,812	17,059	17,306	17,553	17,800	18,047	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,245	16,492	16,739	16,986	17,233	17,480	17,727	17,974	18,221	18,468	18,715	18,962	
67	BASIC	15,360	15,607	15,854	16,101	16,348	16,595	16,842	17,089	17,336	17,583	17,830	18,077	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,275	16,522	16,769	17,016	17,263	17,510	17,757	18,004	18,251	18,498	18,745	18,992	
68	BASIC	15,390	15,637	15,884	16,131	16,378	16,625	16,872	17,119	17,366	17,613	17,860	18,107	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,305	16,552	16,799	17,046	17,293	17,540	17,787	18,034	18,281	18,528	18,775	19,022	
69	BASIC	15,420	15,667	15,914	16,161	16,408	16,655	16,902	17,149	17,396	17,643	17,890	18,137	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,335	16,582	16,829	17,076	17,323	17,570	17,817	18,064	18,311	18,558	18,805	19,052	
70	BASIC	15,450	15,697	15,944	16,191	16,438	16,685	16,932	17,179	17,426	17,673	17,920	18,167	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,365	16,612	16,859	17,106	17,353	17,600	17,847	18,094	18,341	18,588	18,835	19,082	
71	BASIC	15,480	15,727	15,974	16,221	16,468	16,715	16,962	17,209	17,456	17,703	17,950	18,197	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,395	16,642	16,889	17,136	17,383	17,630	17,877	18,124	18,371	18,618	18,865	19,112	
72	BASIC	15,510	15,757	16,004	16,251	16,498	16,745	16,992	17,239	17,486	17,733	17,980	18,227	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,425	16,672	16,919	17,166	17,413	17,660	17,907	18,154	18,401	18,648	18,895	19,142	
73	BASIC	15,539	15,786	16,033	16,280	16,527	16,774	17,021	17,268	17,515	17,762	18,009	18,256	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,454	16,701	16,948	17,195	17,442	17,689	17,936	18,183	18,430	18,677	18,924	19,171	
74	BASIC	15,569	15,816	16,063	16,310	16,557	16,804	17,051	17,298	17,545	17,792	18,039	18,286	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,484	16,731	16,978	17,225	17,472	17,719	17,966	18,213	18,460	18,707	18,954	19,201	
75	BASIC	15,599	15,846	16,093	16,340	16,587	16,834	17,081	17,328	17,575	17,822	18,069	18,316	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,514	16,761	17,008	17,255	17,502	17,749	17,996	18,243	18,490	18,737	18,984	19,231	
76	BASIC	15,629	15,876	16,123	16,370	16,617	16,864	17,111	17,358	17,605	17,852	18,099	18,346	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,544	16,791	17,038	17,285	17,532	17,779	18,026	18,273	18,520	18,767	19,014	19,261	

RURAL CARRIER MILEAGE SCHEDULE (RCS)
EFFECTIVE MAY 17, 1980 (PP12-80)

MILES	STEPS	1	2	3	4	5	6	7	8	9	10	11	12	STEP INCR.
	BASIC	15,659	15,906	16,153	16,400	16,647	16,894	17,141	17,388	17,635	17,882	18,129	18,376	247
77	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,574	16,821	17,068	17,315	17,562	17,809	18,056	18,303	18,550	18,797	19,044	19,291	
	BASIC	15,689	15,936	16,183	16,430	16,677	16,924	17,171	17,418	17,665	17,912	18,159	18,406	247
78	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,604	16,851	17,098	17,345	17,592	17,839	18,086	18,333	18,580	18,827	19,074	19,321	
	BASIC	15,719	15,966	16,213	16,460	16,707	16,954	17,201	17,448	17,695	17,942	18,189	18,436	247
79	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,634	16,881	17,128	17,375	17,622	17,869	18,116	18,363	18,610	18,857	19,104	19,351	
	BASIC	15,749	15,996	16,243	16,490	16,737	16,984	17,231	17,478	17,725	17,972	18,219	18,466	247
80	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,664	16,911	17,158	17,405	17,652	17,899	18,146	18,393	18,640	18,887	19,134	19,381	
	BASIC	15,779	16,026	16,273	16,520	16,767	17,014	17,261	17,508	17,755	18,002	18,249	18,496	247
81	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,694	16,941	17,188	17,435	17,682	17,929	18,176	18,423	18,670	18,917	19,164	19,411	
	BASIC	15,809	16,056	16,303	16,550	16,797	17,044	17,291	17,538	17,785	18,032	18,279	18,526	247
82	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,724	16,971	17,218	17,465	17,712	17,959	18,206	18,453	18,700	18,947	19,194	19,441	
	BASIC	15,839	16,086	16,333	16,580	16,827	17,074	17,321	17,568	17,815	18,062	18,309	18,556	247
83	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,754	17,001	17,248	17,495	17,742	17,989	18,236	18,483	18,730	18,977	19,224	19,471	
	BASIC	15,869	16,116	16,363	16,610	16,857	17,104	17,351	17,598	17,845	18,092	18,339	18,586	247
84	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,784	17,031	17,278	17,525	17,772	18,019	18,266	18,513	18,760	19,007	19,254	19,501	
	BASIC	15,899	16,146	16,393	16,640	16,887	17,134	17,381	17,628	17,875	18,122	18,369	18,616	247
85	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,814	17,061	17,308	17,555	17,802	18,049	18,296	18,543	18,790	19,037	19,284	19,531	
	BASIC	15,929	16,176	16,423	16,670	16,917	17,164	17,411	17,658	17,905	18,152	18,399	18,646	247
86	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,844	17,091	17,338	17,585	17,832	18,079	18,326	18,573	18,820	19,067	19,314	19,561	
	BASIC	15,959	16,206	16,453	16,700	16,947	17,194	17,441	17,688	17,935	18,182	18,429	18,676	247
87	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,874	17,121	17,368	17,615	17,862	18,109	18,356	18,603	18,850	19,097	19,344	19,591	
	BASIC	15,988	16,235	16,482	16,729	16,976	17,223	17,470	17,717	17,964	18,211	18,458	18,705	247
88	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,903	17,150	17,397	17,644	17,891	18,138	18,385	18,632	18,879	19,126	19,373	19,620	
	BASIC	16,018	16,265	16,512	16,759	17,006	17,253	17,500	17,747	17,994	18,241	18,488	18,735	247
89	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,933	17,180	17,427	17,674	17,921	18,168	18,415	18,662	18,909	19,156	19,403	19,650	
	BASIC	16,048	16,295	16,542	16,789	17,036	17,283	17,530	17,777	18,024	18,271	18,518	18,765	247
90	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,963	17,210	17,457	17,704	17,951	18,198	18,445	18,692	18,939	19,186	19,433	19,680	
	BASIC	16,078	16,325	16,572	16,819	17,066	17,313	17,560	17,807	18,054	18,301	18,548	18,795	247
91	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,993	17,240	17,487	17,734	17,981	18,228	18,475	18,722	18,969	19,216	19,463	19,710	
	BASIC	16,108	16,355	16,602	16,849	17,096	17,343	17,590	17,837	18,084	18,331	18,578	18,825	247
92	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,023	17,270	17,517	17,764	18,011	18,258	18,505	18,752	18,999	19,246	19,493	19,740	
	BASIC	16,138	16,385	16,632	16,879	17,126	17,373	17,620	17,867	18,114	18,361	18,608	18,855	247
93	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,053	17,300	17,547	17,794	18,041	18,288	18,535	18,782	19,029	19,276	19,523	19,770	
	BASIC	16,168	16,415	16,662	16,909	17,156	17,403	17,650	17,897	18,144	18,391	18,638	18,885	247
94	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,083	17,330	17,577	17,824	18,071	18,318	18,565	18,812	19,059	19,306	19,553	19,800	
	BASIC	16,198	16,445	16,692	16,939	17,186	17,433	17,680	17,927	18,174	18,421	18,668	18,915	247
95	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,113	17,360	17,607	17,854	18,101	18,348	18,595	18,842	19,089	19,336	19,583	19,830	
	BASIC	16,228	16,475	16,722	16,969	17,216	17,463	17,710	17,957	18,204	18,451	18,698	18,945	247
96	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,143	17,390	17,637	17,884	18,131	18,378	18,625	18,872	19,119	19,366	19,613	19,860	
	BASIC	16,258	16,505	16,752	16,999	17,246	17,493	17,740	17,987	18,234	18,481	18,728	18,975	247
97	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,173	17,420	17,667	17,914	18,161	18,408	18,655	18,902	19,149	19,396	19,643	19,890	
	BASIC	16,288	16,535	16,782	17,029	17,276	17,523	17,770	18,017	18,264	18,511	18,758	19,005	247
98	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,203	17,450	17,697	17,944	18,191	18,438	18,685	18,932	19,179	19,426	19,673	19,920	
	BASIC	16,318	16,565	16,812	17,059	17,306	17,553	17,800	18,047	18,294	18,541	18,788	19,035	247
99	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,233	17,480	17,727	17,974	18,221	18,468	18,715	18,962	19,209	19,456	19,703	19,950	

RURAL CARRIER MILEAGE SCHEDULE (RCS)
EFFECTIVE MAY 17, 1980 (PP12-80)

MILES	STEPS	1	2	3	4	5	6	7	8	9	10	11	12	STEP INCR.
100	BASIC	16,348	16,595	16,842	17,089	17,336	17,583	17,830	18,077	18,324	18,571	18,818	19,065	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,263	17,510	17,757	18,004	18,251	18,498	18,745	18,992	19,239	19,486	19,733	19,980	
101	BASIC	16,378	16,625	16,872	17,119	17,366	17,613	17,860	18,107	18,354	18,601	18,848	19,095	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,293	17,540	17,787	18,034	18,281	18,528	18,775	19,022	19,269	19,516	19,763	20,010	
102	BASIC	16,407	16,654	16,901	17,148	17,395	17,642	17,889	18,136	18,383	18,630	18,877	19,124	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,322	17,569	17,816	18,063	18,310	18,557	18,804	19,051	19,298	19,545	19,792	20,039	
103	BASIC	16,437	16,684	16,931	17,178	17,425	17,672	17,919	18,166	18,413	18,660	18,907	19,154	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,352	17,599	17,846	18,093	18,340	18,587	18,834	19,0 1	19,328	19,575	19,822	20,069	
104	BASIC	16,467	16,714	16,961	17,208	17,455	17,702	17,949	18,196	18,443	18,690	18,937	19,184	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,382	17,629	17,876	18,123	18,370	18,617	18,864	19,111	19,358	19,605	19,852	20,099	
105	BASIC	16,497	16,744	16,991	17,238	17,485	17,732	17,979	18,226	18,473	18,720	18,967	19,214	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,412	17,659	17,906	18,153	18,400	18,647	18,894	19,141	19,388	19,635	19,882	20,129	
106	BASIC	16,527	16,774	17,021	17,268	17,515	17,762	18,009	18,256	18,503	18,750	18,997	19,244	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,442	17,689	17,936	18,183	18,430	18,677	18,924	19,171	19,418	19,665	19,912	20,159	
107	BASIC	16,557	16,804	17,051	17,298	17,545	17,792	18,039	18,286	18,533	18,780	19,027	19,274	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,472	17,719	17,966	18,213	18,460	18,707	18,954	19,201	19,448	19,695	19,942	20,189	
108	BASIC	16,587	16,834	17,081	17,328	17,575	17,822	18,069	18,316	18,563	18,810	19,057	19,304	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,502	17,749	17,996	18,243	18,490	18,737	18,984	19,231	19,478	19,725	19,972	20,219	
109	BASIC	16,617	16,864	17,111	17,358	17,605	17,852	18,099	18,346	18,593	18,840	19,087	19,334	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,532	17,779	18,026	18,273	18,520	18,767	19,014	19,261	19,508	19,755	20,002	20,249	
110	BASIC	16,647	16,894	17,141	17,388	17,635	17,882	18,129	18,376	18,623	18,870	19,117	19,364	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,562	17,809	18,056	18,303	18,550	18,797	19,044	19,291	19,538	19,785	20,032	20,279	
111	BASIC	16,677	16,924	17,171	17,418	17,665	17,912	18,159	18,406	18,653	18,900	19,147	19,394	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,592	17,839	18,086	18,333	18,580	18,827	19,074	19,321	19,568	19,815	20,062	20,309	
112	BASIC	16,707	16,954	17,201	17,448	17,695	17,942	18,189	18,436	18,683	18,930	19,177	19,424	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,622	17,869	18,116	18,363	18,610	18,857	19,104	19,351	19,598	19,845	20,092	20,339	
113	BASIC	16,737	16,984	17,231	17,478	17,725	17,972	18,219	18,466	18,713	18,960	19,207	19,454	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,652	17,899	18,146	18,393	18,640	18,887	19,134	19,381	19,628	19,875	20,122	20,369	
114	BASIC	16,767	17,014	17,261	17,508	17,755	18,002	18,249	18,496	18,743	18,990	19,237	19,484	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,682	17,929	18,176	18,423	18,670	18,917	19,164	19,411	19,658	19,905	20,152	20,399	
115	BASIC	16,797	17,044	17,291	17,538	17,785	18,032	18,279	18,526	18,773	19,020	19,267	19,514	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,712	17,959	18,206	18,453	18,700	18,947	19,194	19,441	19,688	19,935	20,182	20,429	
116	BASIC	16,826	17,073	17,320	17,567	17,814	18,061	18,308	18,555	18,802	19,049	19,296	19,543	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,741	17,988	18,235	18,482	18,729	18,976	19,223	19,470	19,717	19,964	20,211	20,458	
117	BASIC	16,856	17,103	17,350	17,597	17,844	18,091	18,338	18,585	18,832	19,079	19,326	19,573	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,771	18,018	18,265	18,512	18,759	19,006	19,253	19,500	19,747	19,994	20,241	20,488	
118	BASIC	16,886	17,133	17,380	17,627	17,874	18,121	18,368	18,615	18,862	19,109	19,356	19,603	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,801	18,048	18,295	18,542	18,789	19,036	19,283	19,530	19,777	20,024	20,271	20,518	
119	BASIC	16,916	17,163	17,410	17,657	17,904	18,151	18,398	18,645	18,892	19,139	19,386	19,633	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,831	18,078	18,325	18,572	18,819	19,066	19,313	19,560	19,807	20,054	20,301	20,548	
120	BASIC	16,946	17,193	17,440	17,687	17,934	18,181	18,428	18,675	18,922	19,169	19,416	19,663	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,861	18,108	18,355	18,602	18,849	19,096	19,343	19,590	19,837	20,084	20,331	20,578	
121	BASIC	16,976	17,223	17,470	17,717	17,964	18,211	18,458	18,705	18,952	19,199	19,446	19,693	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,891	18,138	18,385	18,632	18,879	19,126	19,373	19,620	19,867	20,114	20,361	20,608	
122	BASIC	17,006	17,253	17,500	17,747	17,994	18,241	18,488	18,735	18,982	19,229	19,476	19,723	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,921	18,168	18,415	18,662	18,909	19,156	19,403	19,650	19,897	20,144	20,391	20,638	
123	BASIC	17,036	17,283	17,530	17,777	18,024	18,271	18,518	18,765	19,012	19,259	19,506	19,753	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,951	18,198	18,445	18,692	18,939	19,186	19,433	19,680	19,927	20,174	20,421	20,668	

RURAL CARRIER MILEAGE SCHEDULE (RCS)
EFFECTIVE MAY 17, 1980 (PP12-80)

MILES	STEPS	1	2	3	4	5	6	7	8	9	10	11	12	STEP INCR.
124	BASIC	17,066	17,313	17,560	17,807	18,054	18,301	18,548	18,795	19,042	19,289	19,536	19,783	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,981	18,228	18,475	18,722	18,969	19,216	19,463	19,710	19,957	20,204	20,451	20,698	
125	BASIC	17,096	17,343	17,590	17,837	18,084	18,331	18,578	18,825	19,072	19,319	19,566	19,813	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	18,011	18,258	18,505	18,752	18,999	19,246	19,493	19,740	19,987	20,234	20,481	20,728	
126	BASIC	17,126	17,373	17,620	17,867	18,114	18,361	18,608	18,855	19,102	19,349	19,596	19,843	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	18,041	18,288	18,535	18,782	19,029	19,276	19,523	19,770	20,017	20,264	20,511	20,758	
127	BASIC	17,156	17,403	17,650	17,897	18,144	18,391	18,638	18,885	19,132	19,379	19,626	19,873	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	18,071	18,318	18,565	18,812	19,059	19,306	19,553	19,800	20,047	20,294	20,541	20,788	
128	BASIC	17,186	17,433	17,680	17,927	18,174	18,421	18,668	18,915	19,162	19,409	19,656	19,903	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	18,101	18,348	18,595	18,842	19,089	19,336	19,583	19,830	20,077	20,324	20,571	20,818	
129	BASIC	17,216	17,463	17,710	17,957	18,204	18,451	18,698	18,945	19,192	19,439	19,686	19,933	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	18,131	18,378	18,625	18,872	19,119	19,366	19,613	19,860	20,107	20,354	20,601	20,848	
130	BASIC	17,246	17,493	17,740	17,987	18,234	18,481	18,728	18,975	19,222	19,469	19,716	19,963	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	18,161	18,408	18,655	18,902	19,149	19,396	19,643	19,890	20,137	20,384	20,631	20,878	
131	BASIC	17,275	17,522	17,769	18,016	18,263	18,510	18,757	19,004	19,251	19,498	19,745	19,992	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	18,190	18,437	18,684	18,931	19,178	19,425	19,672	19,919	20,166	20,413	20,660	20,907	
132	BASIC	17,305	17,552	17,799	18,046	18,293	18,540	18,787	19,034	19,281	19,528	19,775	20,022	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	18,220	18,467	18,714	18,961	19,208	19,455	19,702	19,949	20,196	20,443	20,690	20,937	
133	BASIC	17,335	17,582	17,829	18,076	18,323	18,570	18,817	19,064	19,311	19,558	19,805	20,052	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	18,250	18,497	18,744	18,991	19,238	19,485	19,732	19,979	20,226	20,473	20,720	20,967	
134	BASIC	17,365	17,612	17,859	18,106	18,353	18,600	18,847	19,094	19,341	19,588	19,835	20,082	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	18,280	18,527	18,774	19,021	19,268	19,515	19,762	20,009	20,256	20,503	20,750	20,997	
135	BASIC	17,395	17,642	17,889	18,136	18,383	18,630	18,877	19,124	19,371	19,618	19,865	20,112	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	18,310	18,557	18,804	19,051	19,298	19,545	19,792	20,039	20,286	20,533	20,780	21,027	
136	BASIC	17,425	17,672	17,919	18,166	18,413	18,660	18,907	19,154	19,401	19,648	19,895	20,142	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	18,340	18,587	18,834	19,081	19,328	19,575	19,822	20,069	20,316	20,563	20,810	21,057	
137	BASIC	17,455	17,702	17,949	18,196	18,443	18,690	18,937	19,184	19,431	19,678	19,925	20,172	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	18,370	18,617	18,864	19,111	19,358	19,605	19,852	20,099	20,346	20,593	20,840	21,087	
138	BASIC	17,485	17,732	17,979	18,226	18,473	18,720	18,967	19,214	19,461	19,708	19,955	20,202	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	18,400	18,647	18,894	19,141	19,388	19,635	19,882	20,129	20,376	20,623	20,870	21,117	
139	BASIC	17,515	17,762	18,009	18,256	18,503	18,750	18,997	19,244	19,491	19,738	19,985	20,232	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	18,430	18,677	18,924	19,171	19,418	19,665	19,912	20,159	20,406	20,653	20,900	21,147	
140	BASIC	17,545	17,792	18,039	18,286	18,533	18,780	19,027	19,274	19,521	19,768	20,015	20,262	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	18,460	18,707	18,954	19,201	19,448	19,695	19,942	20,189	20,436	20,683	20,930	21,177	

SUBSTITUTE RURAL CARRIER
6 DAY EVALUATED (HEAVY DUTY) SCHEDULE
EFFECTIVE MAY 17, 1980 (PP12-80)

		1	2	3	4	5	6	7	8	9	10	11	12
12	BASIC	14.47	14.72	14.96	15.21	15.46	15.71	15.95	16.20	16.45	16.70	16.94	17.19
	COLA	.91	.91	.91	.91	.91	.91	.91	.91	.91	.91	.91	.91
	BASE	15.38	15.63	15.87	16.12	16.37	16.62	16.86	17.11	17.36	17.61	17.85	18.10
13	BASIC	15.67	15.94	16.21	16.48	16.74	17.01	17.28	17.54	17.81	18.08	18.35	18.61
	COLA	.98	.98	.98	.98	.98	.98	.98	.98	.98	.98	.98	.98
	BASE	16.65	16.92	17.19	17.46	17.72	17.99	18.26	18.52	18.79	19.06	19.33	19.59
14	BASIC	16.88	17.16	17.45	17.74	18.03	18.31	18.60	18.89	19.18	19.46	19.75	20.04
	COLA	1.06	1.06	1.06	1.06	1.06	1.06	1.06	1.06	1.06	1.06	1.06	1.06
	BASE	17.94	18.22	18.51	18.80	19.09	19.37	19.66	19.95	20.24	20.52	20.81	21.10
15	BASIC	18.09	18.39	18.70	19.01	19.31	19.62	19.93	20.23	20.54	20.85	21.16	21.46
	COLA	1.13	1.13	1.13	1.13	1.13	1.13	1.13	1.13	1.13	1.13	1.13	1.13
	BASE	19.22	19.52	19.83	20.14	20.44	20.75	21.06	21.36	21.67	21.98	22.29	22.59
16	BASIC	19.29	19.62	19.94	20.27	20.60	20.92	21.25	21.58	21.90	22.23	22.56	22.88
	COLA	1.21	1.21	1.21	1.21	1.21	1.21	1.21	1.21	1.21	1.21	1.21	1.21
	BASE	20.50	20.83	21.15	21.48	21.81	22.13	22.46	22.79	23.11	23.44	23.77	24.09
17	BASIC	20.50	20.84	21.19	21.53	21.88	22.23	22.57	22.92	23.27	23.61	23.96	24.31
	COLA	1.28	1.28	1.28	1.28	1.28	1.28	1.28	1.28	1.28	1.28	1.28	1.28
	BASE	21.78	22.12	22.47	22.81	23.16	23.51	23.85	24.20	24.55	24.89	25.24	25.59
18	BASIC	21.70	22.07	22.44	22.81	23.18	23.55	23.92	24.29	24.66	25.03	25.40	25.77
	COLA	1.36	1.36	1.36	1.36	1.36	1.36	1.36	1.36	1.36	1.36	1.36	1.36
	BASE	23.06	23.43	23.80	24.17	24.54	24.91	25.28	25.65	26.02	26.39	26.76	27.13
19	BASIC	22.91	23.30	23.69	24.08	24.47	24.85	25.24	25.63	26.02	26.41	26.80	27.19
	COLA	1.44	1.44	1.44	1.44	1.44	1.44	1.44	1.44	1.44	1.44	1.44	1.44
	BASE	24.35	24.74	25.13	25.52	25.91	26.29	26.68	27.07	27.46	27.85	28.24	28.63
20	BASIC	24.11	24.52	24.93	25.34	25.75	26.16	26.57	26.98	27.39	27.80	28.20	28.61
	COLA	1.51	1.51	1.51	1.51	1.51	1.51	1.51	1.51	1.51	1.51	1.51	1.51
	BASE	25.62	26.03	26.44	26.85	27.26	27.67	28.08	28.49	28.90	29.31	29.71	30.12
21	BASIC	25.32	25.75	26.18	26.60	27.03	27.46	27.89	28.32	28.75	29.18	29.61	30.04
	COLA	1.58	1.58	1.58	1.58	1.58	1.58	1.58	1.58	1.58	1.58	1.58	1.58
	BASE	26.90	27.33	27.76	28.18	28.61	29.04	29.47	29.90	30.33	30.76	31.19	31.62
22	BASIC	26.52	26.97	27.42	27.87	28.32	28.77	29.22	29.67	30.12	30.56	31.01	31.46
	COLA	1.66	1.66	1.66	1.66	1.66	1.66	1.66	1.66	1.66	1.66	1.66	1.66
	BASE	28.18	28.63	29.08	29.53	29.98	30.43	30.88	31.33	31.78	32.22	32.67	33.12
23	BASIC	27.73	28.20	28.67	29.15	29.62	30.09	30.56	31.03	31.50	31.98	32.45	32.92
	COLA	1.74	1.74	1.74	1.74	1.74	1.74	1.74	1.74	1.74	1.74	1.74	1.74
	BASE	29.47	29.94	30.41	30.89	31.36	31.83	32.30	32.77	33.24	33.72	34.19	34.66
24	BASIC	28.93	29.43	29.92	30.41	30.90	31.39	31.88	32.38	32.87	33.36	33.85	34.34
	COLA	1.81	1.81	1.81	1.81	1.81	1.81	1.81	1.81	1.81	1.81	1.81	1.81
	BASE	30.74	31.24	31.73	32.22	32.71	33.20	33.69	34.19	34.68	35.17	35.66	36.15
25	BASIC	30.14	30.65	31.16	31.68	32.19	32.70	33.21	33.72	34.23	34.75	35.26	35.77
	COLA	1.89	1.89	1.89	1.89	1.89	1.89	1.89	1.89	1.89	1.89	1.89	1.89
	BASE	32.03	32.54	33.05	33.57	34.08	34.59	35.10	35.61	36.12	36.64	37.15	37.66
26	BASIC	31.35	31.88	32.41	32.94	33.47	34.00	34.53	35.07	35.60	36.13	36.66	37.19
	COLA	1.96	1.96	1.96	1.96	1.96	1.96	1.96	1.96	1.96	1.96	1.96	1.96
	BASE	33.31	33.84	34.37	34.90	35.43	35.96	36.49	37.03	37.56	38.09	38.62	39.15
27	BASIC	32.55	33.10	33.65	34.20	34.76	35.31	35.86	36.41	36.96	37.51	38.06	38.61
	COLA	2.04	2.04	2.04	2.04	2.04	2.04	2.04	2.04	2.04	2.04	2.04	2.04
	BASE	34.59	35.14	35.69	36.24	36.80	37.35	37.90	38.45	39.00	39.55	40.10	40.65
28	BASIC	33.76	34.33	34.90	35.47	36.04	36.61	37.18	37.75	38.32	38.89	39.47	40.04
	COLA	2.12	2.12	2.12	2.12	2.12	2.12	2.12	2.12	2.12	2.12	2.12	2.12
	BASE	35.88	36.45	37.02	37.59	38.16	38.73	39.30	39.87	40.44	41.01	41.59	42.16
29	BASIC	34.96	35.56	36.15	36.75	37.34	37.93	38.53	39.12	39.72	40.31	40.90	41.50
	COLA	2.19	2.19	2.19	2.19	2.19	2.19	2.19	2.19	2.19	2.19	2.19	2.19
	BASE	37.15	37.75	38.34	38.94	39.53	40.12	40.72	41.31	41.91	42.50	43.09	43.69

SUBSTITUTE RURAL CARRIER
6 DAY EVALUATED (HEAVY DUTY) SCHEDULE
EFFECTIVE MAY 17, 1980 (PP12-80)

		1	2	3	4	5	6	7	8	9	10	11	12
30	BASIC	36.17	36.78	37.40	38.01	38.62	39.24	39.85	40.47	41.08	41.69	42.31	42.92
	COLA	2.26	2.26	2.26	2.26	2.26	2.26	2.26	2.26	2.26	2.26	2.26	2.26
	BASE	38.43	39.04	39.66	40.27	40.88	41.50	42.11	42.73	43.34	43.95	44.57	45.18
31	BASIC	37.37	38.01	38.64	39.27	39.91	40.54	41.18	41.81	42.44	43.08	43.71	44.34
	COLA	2.34	2.34	2.34	2.34	2.34	2.34	2.34	2.34	2.34	2.34	2.34	2.34
	BASE	39.71	40.35	40.98	41.61	42.25	42.88	43.52	44.15	44.78	45.42	46.05	46.68
32	BASIC	38.58	39.23	39.89	40.54	41.19	41.85	42.50	43.16	43.81	44.46	45.12	45.77
	COLA	2.42	2.42	2.42	2.42	2.42	2.42	2.42	2.42	2.42	2.42	2.42	2.42
	BASE	41.00	41.65	42.31	42.96	43.61	44.27	44.92	45.58	46.23	46.88	47.54	48.19
33	BASIC	39.79	40.46	41.13	41.81	42.48	43.15	43.82	44.50	45.17	45.84	46.52	47.19
	COLA	2.49	2.49	2.49	2.49	2.49	2.49	2.49	2.49	2.49	2.49	2.49	2.49
	BASE	42.28	42.95	43.62	44.30	44.97	45.64	46.31	46.99	47.66	48.33	49.01	49.68
34	BASIC	40.99	41.68	42.38	43.07	43.76	44.46	45.15	45.84	46.53	47.23	47.92	48.61
	COLA	2.57	2.57	2.57	2.57	2.57	2.57	2.57	2.57	2.57	2.57	2.57	2.57
	BASE	43.56	44.25	44.95	45.64	46.33	47.03	47.72	48.41	49.10	49.80	50.49	51.18
35	BASIC	42.20	42.91	43.63	44.35	45.06	45.78	46.50	47.21	47.93	48.64	49.36	50.08
	COLA	2.64	2.64	2.64	2.64	2.64	2.64	2.64	2.64	2.64	2.64	2.64	2.64
	BASE	44.84	45.55	46.27	46.99	47.70	48.42	49.14	49.85	50.57	51.28	52.00	52.72
36	BASIC	43.40	44.14	44.87	45.61	46.35	47.08	47.82	48.55	49.29	50.03	50.76	51.50
	COLA	2.72	2.72	2.72	2.72	2.72	2.72	2.72	2.72	2.72	2.72	2.72	2.72
	BASE	46.12	46.86	47.59	48.33	49.07	49.80	50.54	51.27	52.01	52.75	53.48	54.22
37	BASIC	44.61	45.36	46.12	46.87	47.63	48.39	49.14	49.90	50.65	51.41	52.16	52.92
	COLA	2.80	2.80	2.80	2.80	2.80	2.80	2.80	2.80	2.80	2.80	2.80	2.80
	BASE	47.41	48.16	48.92	49.67	50.43	51.19	51.94	52.70	53.45	54.21	54.96	55.72
38	BASIC	45.81	46.59	47.36	48.14	48.91	49.69	50.47	51.24	52.02	52.79	53.57	54.34
	COLA	2.87	2.87	2.87	2.87	2.87	2.87	2.87	2.87	2.87	2.87	2.87	2.87
	BASE	48.68	49.46	50.23	51.01	51.78	52.56	53.34	54.11	54.89	55.66	56.44	57.21
39	BASIC	47.02	47.82	48.61	49.41	50.20	51.00	51.79	52.59	53.38	54.18	54.97	55.77
	COLA	2.94	2.94	2.94	2.94	2.94	2.94	2.94	2.94	2.94	2.94	2.94	2.94
	BASE	49.96	50.76	51.55	52.35	53.14	53.94	54.73	55.53	56.32	57.12	57.91	58.71
40	BASIC	48.22	49.04	49.85	50.67	51.48	52.30	53.12	53.93	54.75	55.56	56.38	57.19
	COLA	3.02	3.02	3.02	3.02	3.02	3.02	3.02	3.02	3.02	3.02	3.02	3.02
	BASE	51.24	52.06	52.87	53.69	54.50	55.32	56.14	56.95	57.77	58.58	59.40	60.21
41	BASIC	50.03	50.88	51.73	52.58	53.43	54.27	55.12	55.97	56.82	57.67	58.52	59.36
	COLA	3.14	3.14	3.14	3.14	3.14	3.14	3.14	3.14	3.14	3.14	3.14	3.14
	BASE	53.17	54.02	54.87	55.72	56.57	57.41	58.26	59.11	59.96	60.81	61.66	62.50
42	BASIC	51.84	52.72	53.60	54.48	55.35	56.23	57.11	57.99	58.86	59.74	60.62	61.50
	COLA	3.25	3.25	3.25	3.25	3.25	3.25	3.25	3.25	3.25	3.25	3.25	3.25
	BASE	55.09	55.97	56.85	57.73	58.60	59.48	60.36	61.24	62.11	62.99	63.87	64.75
43	BASIC	53.65	54.56	55.47	56.37	57.28	58.19	59.10	60.00	60.91	61.82	62.73	63.63
	COLA	3.36	3.36	3.36	3.36	3.36	3.36	3.36	3.36	3.36	3.36	3.36	3.36
	BASE	57.01	57.92	58.83	59.73	60.64	61.55	62.46	63.36	64.27	65.18	66.09	66.99
44	BASIC	55.46	56.40	57.34	58.28	59.22	60.16	61.10	62.04	62.98	63.92	64.86	65.81
	COLA	3.47	3.47	3.47	3.47	3.47	3.47	3.47	3.47	3.47	3.47	3.47	3.47
	BASE	58.93	59.87	60.81	61.75	62.69	63.63	64.57	65.51	66.45	67.39	68.33	69.28
45	BASIC	57.27	58.24	59.21	60.18	61.15	62.12	63.09	64.06	65.03	66.00	66.97	67.94
	COLA	3.59	3.59	3.59	3.59	3.59	3.59	3.59	3.59	3.59	3.59	3.59	3.59
	BASE	60.86	61.83	62.80	63.77	64.74	65.71	66.68	67.65	68.62	69.59	70.56	71.53
46	BASIC	59.08	60.08	61.08	62.08	63.08	64.08	65.08	66.08	67.08	68.08	69.08	70.08
	COLA	3.70	3.70	3.70	3.70	3.70	3.70	3.70	3.70	3.70	3.70	3.70	3.70
	BASE	62.78	63.78	64.78	65.78	66.78	67.78	68.78	69.78	70.78	71.78	72.78	73.78
47	BASIC	60.88	61.91	62.94	63.97	65.00	66.03	67.06	68.09	69.12	70.15	71.18	72.21
	COLA	3.81	3.81	3.81	3.81	3.81	3.81	3.81	3.81	3.81	3.81	3.81	3.81
	BASE	64.69	65.72	66.75	67.78	68.81	69.84	70.87	71.90	72.93	73.96	74.99	76.02
48	BASIC	62.69	63.76	64.82	65.88	66.94	68.01	69.07	70.13	71.19	72.26	73.32	74.38
	COLA	3.93	3.93	3.93	3.93	3.93	3.93	3.93	3.93	3.93	3.93	3.93	3.93
	BASE	66.62	67.69	68.75	69.81	70.87	71.94	73.00	74.06	75.12	76.19	77.25	78.31

SUBSTITUTE RURAL CARRIER
5½ DAY HEAVY DUTY SCHEDULE
EFFECTIVE MAY 17, 1980 (PP12-80)

		1	2	3	4	5	6	7	8	9	10	11	12
41	BASIC	54.73	55.66	56.58	57.51	58.44	59.37	60.30	61.22	62.15	63.08	64.01	64.94
	COLA	3.43	3.43	3.43	3.43	3.43	3.43	3.43	3.43	3.43	3.43	3.43	3.43
	BASE	58.16	59.09	60.01	60.94	61.87	62.80	63.73	64.65	65.58	66.51	67.44	68.37
42	BASIC	56.71	57.67	58.63	59.59	60.55	61.51	62.47	63.43	64.39	65.35	66.31	67.27
	COLA	3.55	3.55	3.55	3.55	3.55	3.55	3.55	3.55	3.55	3.55	3.55	3.55
	BASE	60.26	61.22	62.18	63.14	64.10	65.06	66.02	66.98	67.94	68.90	69.86	70.82
43	BASIC	58.69	59.68	60.67	61.66	62.66	63.65	64.64	65.64	66.63	67.62	68.61	69.61
	COLA	3.68	3.68	3.68	3.68	3.68	3.68	3.68	3.68	3.68	3.68	3.68	3.68
	BASE	62.37	63.36	64.35	65.34	66.34	67.33	68.32	69.32	70.31	71.30	72.29	73.29
44	BASIC	60.66	61.69	62.72	63.75	64.78	65.81	66.84	67.87	68.90	69.92	70.95	71.98
	COLA	3.80	3.80	3.80	3.80	3.80	3.80	3.80	3.80	3.80	3.80	3.80	3.80
	BASE	64.46	65.49	66.52	67.55	68.58	69.61	70.64	71.67	72.70	73.72	74.75	75.78
45	BASIC	62.64	63.70	64.77	65.83	66.89	67.95	69.01	70.07	71.13	72.20	73.26	74.32
	COLA	3.92	3.92	3.92	3.92	3.92	3.92	3.92	3.92	3.92	3.92	3.92	3.92
	BASE	66.56	67.62	68.69	69.75	70.81	71.87	72.93	73.99	75.05	76.12	77.18	78.24
46	BASIC	64.62	65.72	66.81	67.90	69.00	70.09	71.18	72.28	73.37	74.47	75.56	76.65
	COLA	4.05	4.05	4.05	4.05	4.05	4.05	4.05	4.05	4.05	4.05	4.05	4.05
	BASE	68.67	69.77	70.86	71.95	73.05	74.14	75.23	76.33	77.42	78.52	79.61	80.70

SUBSTITUTE RURAL CARRIER
5 DAY HEAVY DUTY SCHEDULE
EFFECTIVE MAY 17, 1980 (PP12-80)

		1	2	3	4	5	6	7	8	9	10	11	12
40	BASIC	58.22	59.20	60.18	61.17	62.15	63.14	64.12	65.10	66.09	67.07	68.06	69.04
	COLA	3.65	3.65	3.65	3.65	3.65	3.65	3.65	3.65	3.65	3.65	3.65	3.65
	BASE	61.87	62.85	63.83	64.82	65.80	66.79	67.77	68.75	69.74	70.72	71.71	72.69
41	BASIC	60.40	61.42	62.45	63.47	64.49	65.52	66.54	67.57	68.59	69.61	70.64	71.66
	COLA	3.78	3.78	3.78	3.78	3.78	3.78	3.78	3.78	3.78	3.78	3.78	3.78
	BASE	64.18	65.20	66.23	67.25	68.27	69.30	70.32	71.35	72.37	73.39	74.42	75.44
42	BASIC	62.58	63.64	64.70	65.76	66.82	67.88	68.94	70.00	71.06	72.12	73.18	74.24
	COLA	3.92	3.92	3.92	3.92	3.92	3.92	3.92	3.92	3.92	3.92	3.92	3.92
	BASE	66.50	67.56	68.62	69.68	70.74	71.80	72.86	73.92	74.98	76.04	77.10	78.16
43	BASIC	64.76	65.86	66.96	68.05	69.15	70.24	71.34	72.43	73.53	74.63	75.72	76.82
	COLA	4.06	4.06	4.06	4.06	4.06	4.06	4.06	4.06	4.06	4.06	4.06	4.06
	BASE	68.82	69.92	71.02	72.11	73.21	74.30	75.40	76.49	77.59	78.69	79.78	80.88
44	BASIC	66.95	68.08	69.22	70.35	71.49	72.63	73.76	74.90	76.03	77.17	78.30	79.44
	COLA	4.19	4.19	4.19	4.19	4.19	4.19	4.19	4.19	4.19	4.19	4.19	4.19
	BASE	71.14	72.27	73.41	74.54	75.68	76.82	77.95	79.09	80.22	81.36	82.49	83.63
45	BASIC	69.13	70.30	71.47	72.65	73.82	74.99	76.16	77.33	78.50	79.67	80.84	82.02
	COLA	4.33	4.33	4.33	4.33	4.33	4.33	4.33	4.33	4.33	4.33	4.33	4.33
	BASE	73.46	74.63	75.80	76.98	78.15	79.32	80.49	81.66	82.83	84.00	85.17	86.35
46	BASIC	71.31	72.52	73.73	74.94	76.14	77.35	78.56	79.76	80.97	82.18	83.39	84.59
	COLA	4.47	4.47	4.47	4.47	4.47	4.47	4.47	4.47	4.47	4.47	4.47	4.47
	BASE	75.78	76.99	78.20	79.41	80.61	81.82	83.03	84.23	85.44	86.65	87.66	89.06
47	BASIC	73.50	74.74	75.98	77.23	78.47	79.71	80.96	82.20	83.44	84.69	85.93	87.17
	COLA	4.60	4.60	4.60	4.60	4.60	4.60	4.60	4.60	4.60	4.60	4.60	4.60
	BASE	78.10	79.34	80.58	81.83	83.07	84.31	85.56	86.80	88.04	89.29	90.53	91.77
48	BASIC	75.68	76.96	78.25	79.53	80.81	82.10	83.38	84.66	85.94	87.23	88.51	89.79
	COLA	4.74	4.74	4.74	4.74	4.74	4.74	4.74	4.74	4.74	4.74	4.74	4.74
	BASE	80.42	81.70	82.99	84.27	85.55	86.84	88.12	89.40	90.68	91.97	93.25	94.53

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POST OFFICE CHANGES NO. 18

(Supplemental to 1980 National ZIP Code and Post Office Directory.)

Abbreviations: B=Branch. C=City Delivery. Conv.=Converted. CPO=Community Post Office. Disc.=Discontinued. Estab.=Established. F=Finance. Fac.=Facility. I=Independent Post Office. IC=Independent City. MOU=Money Order Unit. MPO=Main Post Office. MR=Mailing Restrictions (from Part 125 DMM) apply. NP=Nonpersonnel. NZCD=National ZIP Code and Post Office Directory. P=Postal facility discontinued, name retained for address purposes. Resc.=Rescinded. S=Station. x=Classified. (Contract stations and branches do not have the symbol "x" following the symbol of type of installation.)

Symbols: (1)=Officially closed on date shown. Notice is for administrative record purposes. (2)=Officially established on date shown. Notice is for administrative record purposes. (3)=All services previously terminated. Date shown is official discontinued date for administrative purposes.

State	Name of post office	County/parish	Name of station, branch, or unit	Type S/B	ZIP Code	Change action	Effective date	Explanation of change
CA	Los Angeles	Los Angeles	Ladera Heights	S	90045	Delete	2-26-80	S disc. Retain ZIP Code. (1)
CA	do	do	Echo Park	S	90026	Delete	2-26-80	S disc. Retain ZIP Code. (1)
CA	San Francisco	San Francisco	APO 96329			Delete	4-25-80	APO disc.
ME	Ashville	Hancock		I	04607	Delete	6-14-80	PO name changed. Retain ZIP Code.
ME	Gouldsboro	do		I	04607	Add	6-14-80	
MS	Carlisle	Claiborne		I	39049	Delete	6-14-80	PO conv. to CPO. Retain ZIP Code.
MS	Hermanville	do		CPO	39049	Add	6-14-80	
MO	Kansas City	Jackson	Plaza	Sx	64112	Add	5- 5-80	Sx estab. (2)
MT	Rock Springs	Rosebud		I	59346	Delete	7- 1-80	PO disc. Change ZIP Code only. Continue address of Rock Springs, MT. (3)
MT	do	do		P	59312	Add	7- 1-80	
MT	Epsie	Powder River		I	59325	Delete	7- 1-80	PO disc. Change ZIP Code only. Continue address of Epsie, MT (3)
MT	do	do		P	59317	Add	7- 1-80	
MT	Fergus	Fergus		I	59438	Delete	7- 1-80	PO disc. Change ZIP Code only. Continue address of Fergus, MT (3)
MT	do	do		P	59451	Add	7- 1-80	
NV	Jiggs	Elko		I	89827	Delete	6-16-80	PO disc. Change ZIP Code only. Continue address of Jiggs, NV (3)
NV	do	do		P	89801	Add	6-16-80	
NY	Seward	Schoharie		I	12199	Delete	6-20-80	PO disc. Change ZIP Code only. Continue address of Seward, NY (3)
NY	do	do		P	12043	Add	6-20-80	
NY	West Berne	Albany		I	12191	Delete	6-20-80	PO disc. Change ZIP Code only. Continue address of West Berne, NY (3)
NY	do	do		P	12023	Add	6-20-80	
OR	Cascade Summit	Klamath		I	97418	Delete	6-28-80	PO disc. Change ZIP Code only. Continue address of Cascade Summit, OR (3)
OR	do	do		P	97425	Add	6-28-80	
OR	Klamath Falls	do	Kingsley Field	B	97601	Delete	3-31-80	B disc. Retain ZIP Code. (1)
			(Mail to Klamath Falls).	I	97601	Add	3-31-80	
VA	Carysbrook	Fluvanna		I	22927	Delete	7-11-80	PO disc. Change ZIP Code only. Continue address of Carysbrook, VA (1)
VA	do	do		P	23055	Add	7-11-80	

—*Delivery Services Dept., 5–15–80.*

MIGRATORY-BIRD HUNTING AND CONSERVATION STAMP, SERIES 1980–81

Postmasters at all offices with 190 or more revenue units and at offices with 189 or fewer revenue units with a demand for the $7.50 Migratory-Bird Hunting and Conservation Stamp must immediately consider their requirements for the 1980–81 series stamp. These stamps may be placed on sale on July 1.

Associate Offices

No later than June 1, 1980, postmasters submit a separate Form 17, *Stamp Requisition,* to their stamp distribution office for a sufficient quantity of $7.50 Migratory-Bird Hunting and Conservation Stamps to last until June 30, 1981. Order the new series stamp in sheets of 30, except those offices requiring a lesser quantity may order 15 stamps. Also indicate on Form 17, the number of Posters 3–116, *Waterfowler—Attention,* needed for the main office and classified units. Requisition additional stocks of bird stamps from the stamp distribution office if the initial supply is not adequate to last until June 30, 1981.

Stamp Distribution Offices

Postmasters at stamp distribution offices requiring the $7.50 Migratory-Bird Hunting and Conservation Stamp in minimum lots of 3,000 stamps, requisition the stamps on Form 3356, *Stamp Requisition—Bulk Quantities* (using **item 320**) direct from the Bureau of Engraving and Printing. Order in quantities of 3,000, 6,000, 9,000, 12,000, 15,000, 30,000, 45,000, 60,000, 75,000, and multiples of 75,000 stamps.

Postmasters at stamp distribution offices requiring less than 3,000 bird stamps must immediately submit a Form 17 to their accountable paper depositories. Each stamp distribution office will be automatically furnished an initial supply of 150 *Waterfowlers—Attention* posters, Poster 3–116. Additional posters, if needed may be ordered from the Area Supply Center, using Form 7380, *Supply Center Requisition.*

Hunting Regulation Pamphlets

The Interior Department does not automatically distribute pamphlets on hunting regulations because actual regulations vary from state to state. The *Waterfowlers—Attention* poster directs inquiries concerning hunting regulations to the local wildlife agency or a regional office of the Fish and Wildlife Service. The regional office addresses are listed on the posters.—*Customer Services Dept., 5–15–80.*

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VACANT REGULAR RURAL ROUTES LISTING NO. 80–23

The vacant rural routes listed below will be posted for bid in accordance with the USPS–NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this POSTAL BULLETIN. Those rural carriers having special bidding rights as defined in the USPS–NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	* Route classification and evaluation	Route length
CENTRAL REGION					
Illinois	Quincy	62301	02	50:47 (42K)	65.90
	Neoga	62447	02	45:44 (46H)	85.60
	Oblong	62449	03	40:39 (41S)	92.70
Indiana	Anderson	46011	02	47:33 (44J)	41.55
	Charlestown	47111	01	44:44 (45H)	66.70
Iowa	Pierson	51048	01	32:15 (32S)	70.55
	Sioux City	51101	01	54:48 (46K)	85.68
	Ryan	52330	01	40:28 (40S)	84.75
Kansas	Yates Center	66783	01	41:56 (42S)	133.50
	Salina	67401	03	47:38 (40K)	54.70
	do	67401	05	35:38 (36S)	72.45
Kentucky	Hazard	41701	01	48:21 (44J)	54.50
	Marion	42065	07	39:49 (40S)	88.15
Michigan	Anchorville	48004	01	43:49 (44H)	35.60
	Charlotte	48813	01	53:41 (45K)	55.12
	Bronson	49028	01	41:52 (42H)	79.75
	Nashville	49073	01	50:13 (42K)	72.95
	Jackson	49201	11	43:18 (43H)	40.85
Minnesota	Welsh	55089	02	43:05 (43H)	84.50
	Mound	55364	02	43:02 (43H)	21.00
	Hibbing	55746	01	32:35 (43H)	83.90
	Rochester	55901	07	37:01 (37S)	31.25
	Austin	55912	01	44:11 (44H)	61.20
Missouri	Gerald	63037	02	40:38 (41S)	71.90
	Frohna	63748	01	38:50 (39S)	85.70
	Lebanon	65536	04	47:47 (44J)	88.30
Nebraska	Omaha	68106	75	43:17 (43H)	15.00
	Verdon	68457	01	38:36 (39S)	90.50
	Ord	68862	01	37:50 (38S)	88.00
Ohio	Alexandria	43001	01	45:49 (42J)	56.70
	London	43140	01	37:00 (37S)	70.75
	St. Clairsville	43950	04	44:39 (45H)	56.70
Wisconsin	Stoughton	53589	05	36:11 (36S)	25.95
	Hammond	54015	01	46:25 (43J)	75.90
	Star Prairie	54026	01	33:00 (33S)	54.45
	Hudson	54016	05	35:50 (36S)	24.50
EASTERN REGION					
Pennsylvania	Uniontown	15401	03	45:27 (45H)	38.10
	Sharpsville	16150	02	48:28 (44J)	48.10
	Genesee	16923	01	30:13 (30S)	64.25
	Easton	18042	04	51:13 (43K)	44.25
	Riegelsville	18077	01	33:37 (34S)	36.30
Virginia	Spotsylvania	22553	01	53:53 (45K)	90.52
NORTHEAST REGION					
Massachusetts	Brewster	02631	01	50:25 (42K)	40.90
New York	Carmel	10512	08	50:06 (46J)	33.00
	Valley Cottage	10989	02	41:15 (41H)	15.70
	Schenectady	12301	01	45:47 (46H)	26.40
	Fort Covington	12937	01	35:43 (36S)	64.10
SOUTHERN REGION					
Alabama	Florence	35630	06	51:78 (43K)	65.00
	Millbrook	36054	03	45:15 (45H)	17.00
Florida	Glen St. Mary	32040	01	44:39 (45H)	87.80
Georgia	Sylvania	30467	02	42:48 (43H)	96.65
Louisiana	Longville	70652	01	37:41 (38S)	94.40
	St. Martinville	70582	01	50:54 (42K)	56.30
Mississippi	Waynesboro	39367	03	52:40 (44K)	119.40
North Carolina	Carthage	28327	03	46:20 (46H)	70.65
Tennessee	Dickson	37055	01	42:08 (42H)	79.20
	do	37055	06	45:34 (42J)	72.15
	do	37055	07	41:43 (42H)	39.55
	Portland	37148	03	52:07 (43K)	63.00
Texas	Bowie	76230	01	46:24 (46H)	132.66
	Harrold	76364	01	33:51 (34S)	102.96
	Floydada	76235	03	37:31 (37S)	101.75
	do	79235	04	28:23 (38S)	104.40
WESTERN REGION					
California	Bakersfield	93302	07	44:11 (41J)	59.90
	Kingsburg	93631	06	37:32 (38S)	35.90
	Napa	94558	01	43:50 (43H)	44.75
	Redding	96003	02	49:42 (41K)	54.20
Colorado	Boulder	80301	02	55:27 (46K)	43.13
Idaho	Preston	83263	02	40:17 (40S)	85.10
	Boise	83707	10	39:39 (40H)	36.00
	Sagle	83860	01	53:37 (45K)	76.50
Oregon	Beavercreek	97004	01	49:46 (41K)	62.15
	Ontario	97914	02	47:36 (44J)	73.55

*The "Route Classification and Evaluation" published in this POSTAL BULLETIN may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

—Labor Relations Dept., 5–15–80.

RURAL ROUTES—SPECIAL EQUIPMENT MAINTENANCE ALLOWANCE

The March, 1980, national average price per gallon for no-lead regular gasoline, which was released by the Bureau of Labor Statisics on April 22, 1980, was $1.252. Therefore, a accordance with the provisions of Article 30.1.G.3, of the *USPS–NRLCA 1978 National Agreement*, the rural letter carrier equipment maintenance allowance shall be increased from 26¢ to 26.5¢ per mile, or major fraction of a mile scheduled per day, or $10.60 per day, whichever is greater.

Auxiliary Rural Assistants (Des. 78) and Auxiliary Rural Carriers (Des. 77) shall be paid an equipment maintenance allowance (EMA) of 26.5¢ per mile or a minimum of $3.25 per hour, whichever is greater, but not to exceed the amount provided by the special chart for the route stops and miles.

The EMA Schedule on pages 25 and 27 of this POSTAL BULLETIN supersedes all previously published EMA Schedules. The aforementioned changes in the EMA are effective May 17, 1980 (PP12–80).—*Office of Compensation, 5–15–80.*

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SPECIAL EQUIPMENT MAINTENANCE ALLOWANCE SCHEDULE - RURAL ROUTES
MAXIMUM NUMBER OF STOPS ON ROUTE
EFFECTIVE MAY 17, 1980 (PP12-80)

MILES	STOPS = 0260	0280	0300	0320	0340	0360	0380	0400	0420	0440	0460	0480	0500	0520	0540	0560	0580	0600	0620
8						10.70	10.80	10.90	11.00	11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00
9					10.70	10.80	10.90	11.00	11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10
10				10.70	10.80	10.90	11.00	11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20
11			10.70	10.80	10.90	11.00	11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30
12		10.70	10.80	10.90	11.00	11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40
13	10.70	10.80	10.90	11.00	11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50
14	10.80	10.90	11.00	11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60
15	10.90	11.00	11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70
16	11.00	11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80
17	11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90
18	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00
19	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10
20	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20
21	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30
22	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40
23	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50
24	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60
25	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70
26	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80
27	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90
28	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00
29	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10
30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20
31	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30
32	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40
33	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50
34	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60
35	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70
36	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80
37	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90
38	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00
39	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10
40	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20
41	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30
42	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40
43	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50
44	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60
45	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	
46	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60		
47	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60			
48	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60				
49	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60					
50	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60						
51	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60							
52	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60								
53	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60									
54	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60										
55	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60											
56	15.00	15.10	15.20	15.30	15.40	15.50	15.60												
57		15.20	15.30	15.40	15.50	15.60													
58			15.40	15.50	15.60														

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SPECIAL EQUIPMENT MAINTENANCE ALLOWANCE SCHEDULE - RURAL ROUTES
MAXIMUM NUMBER OF STOPS ON ROUTE
EFFECTIVE MAY 17, 1980 (PP12-80)

MILES STOPS =	0640	0660	0680	0700	0720	0740	0760	0780	0800	0820	0840	0860	0880	0900	0920	0940	0960	0980	1000
8	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90
9	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00
10	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10
11	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20
12	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30
13	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40
14	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50
15	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60
16	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70
17	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80
18	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90
19	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00
20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10
21	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20
22	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30
23	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40
24	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50
25	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60
26	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	
27	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60		
28	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60			
29	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60				
30	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60					
31	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60						
32	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60							
33	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60								
34	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60									
35	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60										
36	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60											
37	15.00	15.10	15.20	15.30	15.40	15.50	15.60												
38	15.10	15.20	15.30	15.40	15.50	15.60													
39	15.20	15.30	15.40	15.50	15.60														
40	15.30	15.40	15.50	15.60															
41	15.40	15.50	15.60																
42	15.50	15.60																	
43	15.60																		

MEMORIAL DAY

MAY 26, 1980

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CLOSED

MEMORIAL DAY

MAY 26, 1980

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MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices, including Inspection Service Forms 577, should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below). Destroy PB 21243 listing. **B. Old Style.** (Gray). **C. Counterfeit.** The listing from PB 21240 remains valid for both B. and C.

165 705 7000 to 7999
203 297 6000 to 7499
203 619 3700 to 3999
204 108 8000 to 9999
206 493 4600 to 4799
206 793 5600 to 6499
208 287 8700 to 8899
209 728 2600 to 3099
210 868 4500 to 4699
211 238 0459 to 0999
211 436 5608 to 5699
213 123 9827 to 9999
213 822 5800 to 6299
214 159 4800 to 4999
215 532 5100 to 5399
215 538 0200 to 0499
216 678 6072 to 6999
217 210 7100 to 7299
217 241 5400 to 5799
217 268 2574 to 2699
217 672 4200 to 4599
217 902 4181 to 4299
218 755 4591 to 4699
220 350 0000 to 0999
221 371 4600 to 4999
221 626 2100 to 2299
221 661 5318 to 5499
222 224 8100 to 8499
222 536 2000 to 2299
224 206 6395 to 6499
224 554 9830 to 0399
225 268 1655 to 1799
225 711 9700 to 9999
225 712 0000 to 0999
225 767 2000 to 2299
227 097 4600 to 4699
227 254 9800 to 0099
227 611 4000 to 4599
228 660 5976 to 5999
229 117 4866 to 4999
229 346 9900 to 9999
229 434 3500 to 3599
229 531 9700 to 9899
229 563 1918 to 1999
229 576 1732 to 1799
229 576 1800 to 1899
229 585 4570 to 4599
230 406 2975 to 2999
230 577 6515 to 6599
230 826 8683 to 8799
231 126 6475 to 6499
231 147 0883 to 1499
231 525 7893 to 7999
231 651 8280 to 8299
231 725 2789 to 2799
231 770 2751 to 2762
231 873 7928 to 7999
232 295 7249 to 7599
232 319 6535 to 6599
232 426 6620 to 6699
232 665 0292 to 0399
233 262 7907 to 7999
233 407 5872 to 5899
233 453 8902 to 8929
233 516 6100 to 6199
233 638 1200 to 1799
233 845 9000 to 9099
234 031 6456 to 6999
234 064 8437 to 8499
234 261 4500 to 4599
234 431 3655 to 3699
234 500 2944 to 2999
234 659 4000 to 4199
234 659 8700 to 8999
234 742 1948 to 1999
234 802 1060 to 1199
234 997 1000 to 1599
235 254 2060 to 2099
235 439 6181 to 6299
235 644 7061 to 7099
235 925 8767 to 8799
236 145 5082 to 5099
236 388 4842 to 5099
236 467 6573 to 6599
236 566 2555 to 2599
236 576 9520 to 9599
236 656 6422 to 6499
236 755 8000 to 8099
236 937 5803 to 5999
236 941 5400 to 5499
237 413 7500 to 7599
237 423 4111 to 4199
237 457 5600 to 5699
237 457 5800 to 5899
237 574 8657 to 8799
237 702 6823 to 6899
237 702 6921 to 6999
238 165 7700 to 7799
238 169 7587 to 7599
238 377 4508 to 4599
238 377 4607 to 4699
238 586 3100 to 3299
239 199 0700 to 1099
239 204 9916 to 9999
239 481 4728 to 4799
239 549 7116 to 7499
239 575 2000 to 2199
239 596 4800 to 4999
239 640 5708 to 5728
239 724 1489 to 1499
239 985 7000 to 7499
240 042 3151 to 3169
240 108 6501 to 6599
240 252 6400 to 6899
240 256 2900 to 3199
240 559 4363 to 4399
240 639 3561 to 3599
240 855 7000 to 7099
240 901 5900 to 5999
241 081 9274 to 9299
241 224 7209 to 7299
241 685 5124 to 5199
241 694 1800 to 1899
241 753 7766 to 7799
241 902 2600 to 2799
242 021 2262 to 2499
242 327 4984 to 4999
242 576 1609 to 1699
242 585 4155 to 4299
242 591 4500 to 4699
242 605 0000 to 0999
242 621 8314 to 8399
242 781 0789 to 0799
242 816 1337 to 1399
243 112 4109 to 4120
243 228 7200 to 7499
243 766 6730 to 6799
243 805 0000 to 0299
243 906 7800 to 8199
244 299 2000 to 2199
244 366 8800 to 8899
244 381 3024 to 3099
244 525 0719 to 0799
244 657 7700 to 7899
244 678 2333 to 2499
244 742 7748 to 7799
244 743 7100 to 7399
244 895 5575 to 5599
245 103 9300 to 9399
245 103 9400 to 9499
245 118 6754 to 6768
245 279 1420 to 1499
245 279 1510 to 1599
245 591 1626 to 1799
245 695 0346 to 0399
245 973 2677 to 2699
246 076 7300 to 7399
246 155 4048 to 4099
246 155 5000 to 5499
246 402 6511 to 6599
246 608 6300 to 6399
246 609 9545 to 9799
246 741 2082 to 2099
246 816 2600 to 2699
246 973 1372 to 1399
247 012 0500 to 0599
247 066 9300 to 9399
247 113 5635 to 5699
247 490 1960 to 1999
247 490 2086 to 2099
247 497 4000 to 4099
247 544 0200 to 0214
247 575 4400 to 4499
247 929 6417 to 6799
247 983 1511 to 1899
248 120 4322 to 4399
248 244 7246 to 7299
248 317 7624 to 7699
248 397 2163 to 2199
248 423 4864 to 4999
248 440 7916 to 7971
248 718 7317 to 7399
249 680 4872 to 4899
249 945 6900 to 6999
249 996 6000 to 6099
249 996 6300 to 6499
250 452 4971 to 4999
250 483 0600 to 0699
250 547 7046 to 7099
250 565 7029 to 7099
250 833 7200 to 7399
250 951 4340 to 4363
250 991 9778 to 9799
251 518 6281 to 6399
251 964 6056 to 6199
251 997 2913 to 2999
252 171 2041 to 2056
252 206 2101 to 2199
252 206 9532 to 9599
252 235 4400 to 4499
252 235 4581 to 4899
252 238 2299 to 2499
252 432 6988 to 6999
252 891 1159 to 1199
253 175 2670 to 2699
253 192 7311 to 7399
253 293 5931 to 5940
253 446 4033 to 4099
253 547 6013 to 6049
253 547 6054 to 6099
253 747 6924 to 6999
254 107 8590 to 8599
254 107 8913 to 8999
254 259 8867 to 8899
254 259 8951 to 9099
254 740 8408 to 8445
255 150 5300 to 5399
255 176 5373 to 5399
255 276 0949 to 0999
256 140 5400 to 5499
256 193 5100 to 5159
258 480 2600 to 2899
258 618 0254 to 0299
258 950 5217 to 5299
258 950 5433 to 5499
259 227 0000 to 1499
259 745 1300 to 1499
259 950 3053 to 3099
259 950 3300 to 3499
800 502 3000 to 3999
800 941 7900 to 7999
801 278 3600 to 3999
801 579 6056 to 6098
801 629 1900 to 1999
802 029 5199 to 8999
802 265 0575 to 1999
802 774 0000 to 4999

UNITED STATES POSTAL SERVICE
WASHINGTON, D.C. 20260
OFFICIAL BUSINESS

PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE, $300

U.S.MAIL

FIRST CLASS

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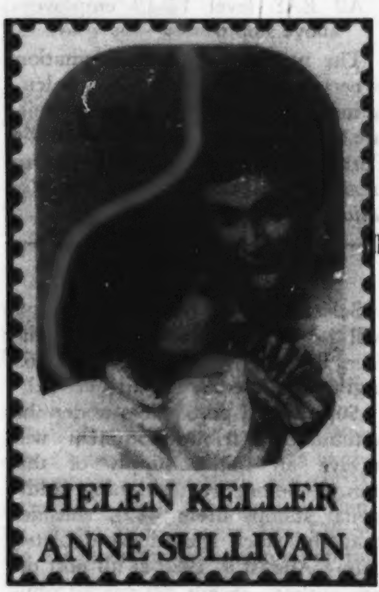
21246

UNITED STATES POSTAL SERVICE
U.S. MAIL
postal bulletin
PB 21246—May 22, 1980—16 Pages

15-Cent Keller/Sullivan Commemorative Stamp

Description. The 15-cent Helen Keller/Anne Sullivan commemorative stamp will be first placed on sale at Tuscumbia, AL 35674, on June 27, 1980. This stamp is being issued to honor their accomplishments in the education of handicapped persons.

Do Not Sell Before June 28, 1980



Copyright U.S. Postal Service 1980

Size: 0.84 x 1.44.
Issued in sheets of 50.
Color: Light brown, dark brown, purple, yellow, and pink.
Marginal markings: One plate number, ©United States Postal Service 1980, Use correct ZIP Code, and Mr. ZIP.®
Designer: Paul Calle.

Collectors. First-day cover cancellations may be obtained by one of the following methods:

a. Customers Affixing Stamps. Customers are encouraged to purchase stamps at local post offices and affix them to their envelopes. All envelopes must be addressed. Peelable address labels are recommended and a filler card of postal card thickness should be inserted in each cover. Orders must be postmarked by July 12, 1980, and should be addressed to: Customer-Affixed Envelopes. Postmaster, Tuscumbia, AL 35674. No remittance is required.

b. Postal Service Affixing Stamps. Request first-day cancellations from: Keller/Sullivan Stamp, Postmaster, Tuscumbia, AL 35674 (see POM 244.53). Requests must be postmarked no later than July 12, 1980. Remittance is required for the face value of each stamp.

Continued on p. 2

Savings Bonds Campaign

The Postal Service will conduct its 1980 U.S. Energy Savings Bonds Campaign during the month of June.

Each year, more than 50% of our co-workers enjoy the convenience and financial benefit of savings through the payroll savings bond plan. With the changeover from Series E to Series EE, employees can now purchase savings bonds at half their maturity or face value, i.e., a $50 Series EE U.S. Energy Savings Bond can be purchased for $25, a $100 bond can be purchased for $50. So that more of our employees can begin to receive the satisfaction and comfort of putting aside a small amount for savings, we have lowered the minimum payroll allotment from $3.75 to $2.50 per pay period. Employees already enrolled may want to consider an increase in their present allotment to purchase a higher bond denomination (increases must be in multiples of $1.25).

I encourage all employees to seek out their bond coordinator and learn of the advantages of Series EE Bonds and complete the new personalized enrollment card.

WDBolger

William F. Bolger
Postmaster General

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DEPOSITORY 376

Verify Social Security Numbers

When a form requires your Social Security Number (SSN) be sure to check that the number is properly recorded. Improperly recorded SSNs are causing delays in processing, especially in Forms 1011, *Application For Travel Advance,* and 1012, *Travel Vouchers.*

SSNs are key elements in the production of reports and provide an efficient means of record identification in the accounting system. SSNs are essential in updating an employee's earnings record, particularly in reimbursed relocation expense or incentive award.

Each employee at the originating office must verify the proper recording of SSNs before the submission of any document to the postal data center or accounting services branch, Headquarters. Travel or awards for non-postal employees should be identified by typing *Non-Postal Employee* on the face of the document.—*Finance Dept., 5-22-80.*

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P1.3:

Caller Service and Firm Holdouts

Inquiries from the field indicate a need to clarify the difference between *caller service* and *firm holdouts.*

Caller service is covered in Domestic Mail Manual (DMM) 952 and Postal Operations Manual (POM) 160. Firm holdouts are covered in DMM 954 and PO 615.

Customers who use caller service must submit an application for such service on Form 1093, *Application For Post Office Box or Caller Number*. Customers who use firm holdouts must submit Form 3801, *Standing Delivery Order.*

Caller service customers are assigned a post office box number for use in their address. Customers may be considered for firm holdouts if they receive 50 or more *street addressed* letters on the first delivery trip, or receive publications which qualify for newspaper treatment and are addressed to a news agent or publisher's representative. Therefore, only a limited category of customers are eligible for firm holdouts.

Customers who submitted Form 3801 and started picking up firm holdouts before July 1, 1975, may continue to use this procedure without regard to the daily number of letters received for the first delivery trip. However, firm holdouts for any customer who started after June 30, 1975, are to be discontinued if the volume drops below 50 letters for the *first* delivery trip each day during a period of one week. If firm holdouts are discontinued, but started again at a later date, the date of resumption becomes the new starting date, and, therefore, the 50 letter minimum applies.

Caller service customers may obtain their mail at the post office as often as they require so long as the desired frequency does not adversely affect normal postal operations. Customers who use firm holdouts are limited to picking up their mail at the post office no more frequently than once a day. This single pickup replaces the first delivery trip. Subsequent deliveries are provided by carrier, if multiple delivery trips are authorized.

Caller service customers pay a fee based on the service provided. Firm holdouts, being more limited, do not now require a fee.—*Rates & Classification Dept., 5–22–80.*

Expanded ZIP Code Program

The coding phase of the Expanded ZIP Code program has begun in field offices. District coding teams have been selected and trained to apply the Expanded ZIP Code to the entire nation.

Two steps will be used to accomplish the coding. The first step will be collecting data and updating delivery area maps for both city and rural delivery areas. The second step will be the application of the Expanded ZIP Codes by the trained coding teams.

In preparation for the coding, postmasters must have valid information on each five-digit ZIP Code area available for use in the program. Updated maps for each five-digit ZIP Code area, delivery schemes, Form 4003 for each rural route, and delivery profile information for each city, rural, and highway contract route must be compiled and validated. The accuracy of the application of the Expanded ZIP Codes depends upon the information supplied by each office.

Complete cooperation will be required from every postal installation to assist the coding teams in accomplishing this task.—*Research & Technology Group, 5–22–80.*

Domestic Orders

False Representation. Enforced by postmasters at cities listed.

State/City	*Names Covered*
TN, Palmer 37365	American Switchboard Association 108 Orchard Drive
	Cardo Enterprises 200 White Road P.O. Box 125
IL, Chicago 60620	Indian Herb Co. 7907 South Paulina
CA, Cost Mesa 92626	Hauser, Inc. Hauser International, Inc 3198 J Airport Loop Drive
CA, Angwin 94508	Mark Erickson P.O. Box 645
	American Heritage P.O. Box 645
	American Heritage P.O. Box 813
	American Heritage 521 Viewridge Drive

—*Judicial Officer, 5–22–80.*

Management COLA Increase

Eligible management employees will begin receiving COLA effective May 17, 1980. Effective immediately all Forms 50A and 50B for eligible employees who are not in a step schedule must contain the following information in the remarks section:

Basic Salary $________
COLA $_______

This requirement applies to the following employee:

All PCES I employees

All EAS employees level 20 or above

All EAS level 17–19 employees above step 6

The inclusion of this information is necessary for correct salary calculation by the postal data centers. Failure to include this information on the Form 50 worksheet can result in an incorrect total salary.—*Employee Relations Dept., 5–22–80.*

Continued from p. 1

Selected United States mint stamps will be available at the Philatelic Sales Branch, Washington, DC 20265 beginning June 28, 1980.

Supply. All post offices under the automatic distribution system will receive an initial supply of this stamp. Before requisitioning additional stamps **(item 482)**, consider that the stock should be depleted before August 9, 1980 at all post office outlets—except designated philatelic windows and postal stores.

Post offices with 950 or more revenue units requiring additional bulk quantities: immediately requisition on Form 3356, *Stamp Requisition—Bulk Quantities,* from the Bureau of Engraving and Printing.

All post offices requiring additional stamps in less than bulk quantities, requisition on separate Form 17, *Stamp Requisition,* from stamp distribution office.

Panels. A limited number of 8½ by 11¼-inch commemorative series stamp panels will only be available through mail order from the Philatelic Sales Branch, Washington, DC 20265. The panels are printed on heavy art paper suitable for mounting.—*Customer Services Dept., 5–22–80.*

All Personnel Processing Mail for Dispatch Abroad

Foreign Order Notice 8

Keep all foreign order notices for use as reference.

A tentative *False Representation* order has been issued against:

BELGIUM

1170 Bruxelles

World Telex Directory
Rue Des Begonias 4

A tentative *Lottery order* has been issued against:

CANADA

Vancouver, BC. V5W 3T1

Granada of Canada
P.O. Box 67367—Station O

Vancouver, B.C. V5K4W3

Canadian National Services, Inc.
Box 69038—Station K
2411 East Pender St.

Richmond, B.C. V7A 1S3

Windfall Marketing, Inc.
7731 Alouette Court

IRELAND

Dublin 8

Patricia Delaney
8 O'Donovan Road
South Circular Road

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to the Postmaster of New York, NY 10001, Attention: Mail Classification Center, Room 3220, General Post Office. Do not place any endorsement on the mail pieces themselves.

Final Orders

Tentative *Lottery orders* against the following have become final:

CANADA

Vancouver, B.C.

Canusa Industries and
Accounts Department
1250 Homer Street

P.O. Box 58144, Stn. L

C. P. Sales
MPO Box 3842
349 W. Georgia St.

IRELAND

Monkstown, Co. Dublin

Dan Gallagher
23 Abbey Park

Glasnevin, Dublin

Lucy Fanning
51 Beechmount

IRELAND—Continued

Dublin

Sean Powers
Rostrevor
Scolarstown Road

Mr. Paul V. O'Neill
Corballis Golf Club
Corballis, Donabate Co.

Rathmines, Dublin

Kathleen O'Donoghoe
35 Beechwood Park

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all SCFs and designated International Exchange Offices.—*Judicial Officer, 5-22-80.*

NORWEX 80 Souvenir Card

Description. The NORWEX 80 Souvenir Card will be distributed in Oslo, Norway, in honor of the Norwegian International Philatelic Exhibition June 13 through June 22. The card features a 1975 Norwegian stamp and the two 1925 U.S. stamps issued to commemorate the 100th anniversary of the arrival in New York of the sloop *Restaurationen* with the first group of immigrants to the United States from Norway. The vignette of the two-cent stamp shows the *Restaurationen,* and the five-cent stamp depicts a Viking ship. The card bears a message signed by the Postmaster General. Do not sell before June 14, 1980.

Collectors. Customers may purchase the uncanceled form of the NOEWEX 80 Souvenir Card for $2.00 at authorized philatelic centers only, or by mail order from the Philatelic Sales Branch for both the canceled and uncanceled form. The canceled cards are $2.15 ea. A 15-cent Winter Olympics stamp will be affixed to the card and canceled with the circular U.S. cancellation to be used at NORWEX. Orders should be addressed to: NORWEX Card, Philatelic Sales Branch, Washington, DC 20265.

Supply. Only post offices with authorized philatelic centers will receive an automatic distribution. Post offices with philatelic centers requiring additional stock of the London 80 card **item 506,** are to order from their regional accountable paper depository on a Form 17, *Stamp Requisition,* in quantities of 100.—*Customer Services Dept., 5-22-80.*

All Post Offices With City Delivery

Private Vehicle Reimbursement

Supervisory personnel may use their privately-owned vehicles on a reimbursable basis in the performance of certain operational responsibilities. These responsibilities include daily outside supervision of carriers, vehicle transport operations, and airport ramp operations. Personal travel is not covered by this rate. Refer to Handbook M-9, Travel.

A new schedule of payment has been developed to provide a basis for reimbursement for short and long mileage situations. When authorized, a supervisor will be reimbursed at the rate of $4.00 per day or 20¢ per mile, whichever computation produces the greater reimbursement.

Each time a payment is made to a supervisor for use of a personal vehicle the postmaster (or designee) personally signs the voucher. As supporting documentation, the individual submits a Form 4570, *Vehicle Time Record,* showing the date, start and stop odometer reading, and the total time used by these supervisors. This change will be effective beginning with A/P 10, June 14. 1980.

These regulations will be included in a future revision to Handbook M-9.—*Delivery Services Dept., 5-22-80.*

Business Calling Cards

Offices are ordering business calling cards from Copy Graphics (Contract No. 104230-8-V-H608) in nonstandard formats. The only designs that can be used are prescribed in 374.423 of the ADMINISTRATIVE SUPPORT MANUAL (ASM). Common mistakes are:

1. Omitting the telephone Area Code.

2. Including both FTS and commercial telephone numbers. Only the commercial number is to be used.

3. Omitting the ZIP Code in the address.

All postal installations should designate a staff level official to approve business calling cards, following procedures in ASM 371.42.—*Procurement & Supply Dept., 5-22-80.*

1980 GOLD MEDALLION PROGRAM

To assist the Bureau of the Mint the Postal Service will accept orders for the 1980 American Arts Gold Medallions in all post offices, classified stations and classified branches. This year 1 million ½-ounce medallions will honor singer Marian Anderson, and 500,000 1 ounce medallions will honor painter Grant Wood.

Display Materials. A countercard, instructions for postal facilities, and a supply of "take one" brochures will be shipped directly to each facility in early June. For shipments of more than one carton, the countercard and instructions will be in the package marked "1 of x", with "x" representing the total number of cartons in the shipment. The brochure contains ordering instructions and a separate order form and mailer for each medallion. Each MSC will receive fifty countercards, fifty postal facility instruction sheets, and a back-up supply of brochures. Larger main offices and the regions will also receive back-up supplies of brochures. Station and branch managers who do not receive the materials by June 11 or who later run low should contact their main offices. Associate office postmasters should contact their MSCs. Any MSC which cannot eliminate shortages by arranging internal transfers should contact its Regional Retail Branch.

Display Period. The countercard must be displayed in a prominent place in the lobby when it opens for business on June 16. It must be kept stocked with brochures at all times until its removal is authorized by a POSTAL BULLETIN notice.

Ordering Procedures. Medallion prices will change as the price of gold changes. Each customer must call the toll-free telephone number printed in the brochure to determine the exact prices on the day he wishes to order. **Postal employees are not to call the toll-free number to verify prices.** It is the customer's responsibility to determine the correct price and to read and follow the instructions in the brochure. If the customer wishes to send payment in the form of a postal money order, the usual procedures and fees will apply.

Order Acceptance. Postal clerks must: (1) Check the front of the mailer to be sure it bears proper postage; if not, collect the appropriate amount and affix a stamp or meter strip. (2) Place a regular round datestamp impression on the order form and record their signature. The date stamped on the order form determines the price the customer must pay. It must be accurate—absolutely no rollbacks are permitted. (3) After placing the payment inside the mailer (if the customer has not done so), place a datestamp impression in the circle provided on the front of the mailer, seal it, and place it in the mailstream. Once an order has been datestamped, it may not be returned to a customer unless a formal request is filed on Form 1509, *Sender's Application for Recall of Mail.*

Acceptance Period. Begin accepting orders for ½-ounce medallions on June 16 and orders for 1-ounce medallions on July 1. Before those dates, the prices will not be available to customers on the toll-free telephone line. Continue accepting orders until you are notified to stop by a POSTAL BULLETIN notice.

Training. Managers and supervisors are authorized to use part of their allocation of brochures, if necessary, for the purpose of training acceptance clerks.

Special-Purpose Windows. If necessary, the facility manager may designate a single window to accept gold medallion orders. Acceptance service must be available during all window service hours.—*Delivery Services Dept., 5–22–80.*

DMM Revision

COD WAIVER OF INDEMNITY

Some local post offices have entered into agreements with volume COD mailers by which the mailers would not file claims for loss if the Postal Service authorized them to use the same number for all COD articles or some other special numbering method. By June 30, 1980, all such existing agreements must be replaced with a new agreement which has been approved by the Director, Office of Mail Classification. A customer who desires to mail under a single COD number must request approval from the local postmaster who will forward the request to the Director, Office of Mail Classification, Rates & Classification Department, U.S. Postal Service, Washington, DC 20260. Henceforth, all agreements of this type will be standardized and monitored on a periodic basis.

Other minor changes to the COD regulations are also being made at this time. They include the deletion of the phrase "bill of lading, etc." from section 914.14c. This phrase has caused some mailers to think a bill of lading alone may be sent COD.

The following changes to DOMESTIC MAIL MANUAL (DMM) 914 are effective immediately:

914.14c—Delete the words *bill of lading,* etc. and add to the end of the section the following sentence: "In such cases, Postal Service indemnity for loss and damage is limited to the value of the article that is lost or damaged, not the full COD charges to be collected."

914.411—The sentence *The number must not exceed six digits plus a prefix, if a prefix is used* is revised to read "The number must not exceed six digits plus a prefix, if a prefix is used, unless an authorization to use additional digits is received in writing from the Director, Office of Mail Classification, U.S. Postal Service Headquarters, Washington, DC 20260."

914.412 through 914.417 are renumbered 914.413 through 914.418.

The new 914.412 reads: A customer who regularly mails large volumes of COD mail may enter into a written agreement with the Postal Service which allows the customer to use a single COD number or some other special numbering on all articles mailed, provided the customer agrees to file only indemnity claims for damages. Claims for loss may not be filed. Requests for agreements must be sent to the local postmaster who will forward them to the Director, Office of Mail Classification, Rates & Classification Department, U.S. Postal Service, Washington, DC 20260 for review. Mailings may not be made using a single number or special numbering without prior written approval of the Director. Local post offices are not authorized to enter into agreements of this type.—*Rates & Classification Dept., 5–22–80.*

CURRENT PUBLICATIONS AND HANDBOOKS

This listing (formerly in Publication 24) includes the initial distribution and the supply source for each directive. Personnel requiring these directives for their official duties must follow the procedures below for ordering documents. This procedure prevents unnecessary distribution and insures that no obsolete directive is used. Notices in the Postal Bulletin will provide updates for this list.

Definitions

Non-revisable directive—a publication or handbook which is printed with a date on the cover. It is not amended by a transmittal letter or issue number. When the directive must be amended, the entire directive is printed again, with a new date, and old copies are destroyed.

Revisable directive—a publication or handbook which can be amended or supplemented by a partial revision called a transmittal letter or issue. The cover does not have a date printed on it.

Transmittal Letter (TL)—a partial revision to a revisable directive. It includes filing instructions so that the TL pages can be merged into the directive being revised. In the list below the most recent transmittal letter number and its date is listed.

Issue—a partial revision to one of the subject Manuals. Like a TL, it includes filing instructions so that new pages can be merged into the Manual being revised.

Distribution—the initial mailing of a directive after it is first printed is made automatically in predetermined quantities to facilities with a recognized requirement.

Distribution Liaison

Managers of postal facilities should designate a directives liaison for distribution in their organization. This Distribution Liaison will:

1. Maintain a current listing of publications and handbooks.
2. Be sure an adequate supply of Forms 1286 and 7380 is available.
3. Maintain distribution records for revisable directives which provide the following information:
   a. Titles of revisable directives received by that facility.
   b. The number of copies received.
   c. The name of each individual holding a copy of that directive.
4. Provide updates and changes to holders of revisable directives.
5. Inform Directives and Forms Division when a revisable directive is no longer needed so DFD can reduce the automatic shipment to the proper quantity.
6. Be sure each requisition is correctly completed and signed, and that duplicate requisitions are not made.

Ordering Publications

1. Form 1286, *Request for Directives,* must be used to amend quantities and addresses used for distribution of *revisable* directives. Submit the form to DFD, USPS Headquarters, Washington, DC 20260.
   a. Specify the number of copies maintained and on hand at the facility.
   b. Specify the intended recipient (the position/function requiring the directive).
   c. Explain the reason the directive is needed.
   d. Be sure the signature of the postmaster, the facility manager, or designee endorsed "Directives Liaison" or "Supply Clerk."
2. Form 7380, *Supply Center Requisition,* is used to requisition *non-revisable* directives. Submit the requisition to the supply source indicated.

Requisitions

Codes used to describe the initial distribution and the supply source for each directive is explained in the charts below.

Distribution Codes

1. All postal facilities
2. All post offices
3. CAG A-C post offices
4. CAG A-G post offices
5. CAG D-L post offices
6. CAG H-J post offices
7. CAG A post offices
8. CAG B post offices
9. CAG C post offices
10. CAG D post offices
11. CAG E post offices
12. CAG F post offices
13. CAG G post offices
14. CAG H post offices
15. CAG J post offices
16. CAG K post offices
17. CAG L post offices
18. Post offices with classified stations and/or branches only
19. Post offices with city delivery
20. Post offices with finance offices
21. Post offices with customer service representatives
22. Postal source data system (PS DS) post offices
23. Post offices with Express Mail service
24. Post offices with self-service postal centers (SSPC)
25. Post offices with medical personnel
26. Post offices with contract stations and branches only
27. Multi-coded post offices only
28. Post offices with lookout galleries. (See 533.566, *Administrative Support Manual.*)
29. Not distributed to post offices
30. Headquarters
31. Regions
32. E&LR Information Centers
33. Inspection service personnel
34. Districts
35. District offices having bulk mail centers
36. Postal data centers (PDC)
37. Automatic data processing centers (ADPC)
38. Mailbag depositories and repair centers
39. PST&DI field centers
40. Management sectional centers (MSC)
41. Facilities with indicated mechanization, job title or mail service
42. Field real estate and building offices (FREBO)
43. Bulk mail centers (BMC)
44. Mail classification centers
45. Procurement services offices (PSO)
46. Transportation management offices (TMO)
47. Vehicle maintenance facilities (VMF)
48. Maintenance capable office
49. Area maintenance offices (AMO)
50. International exchange offices
51. Postal employee development centers (PEDC)
52. PEDCs serving BMCs
53. Airmail airport facilities
54. Military, APOs, FPOs
55. Facilities with Mark IIs
56. Compensation officers
57. Eastern Area Supply Center (EASC)
58. Western Area Supply Center (WASC)
59. For distribution free to customers.
60. Originator's approval required for release. Order this directive on a separate Form 1286.

61. Not distributed. Printed for sale by Superintendent of Documents, Washington, DC 20402.
62. Headquarters, administrative supporting facilities, Regions, and Districts. Other offices receive copies on a need-to-know basis.

Supply Source Codes

CDB	Send Form 1286 to the Career Development Branch, 8120 Woodmont Ave., Room 304, Bethesda, MD 20014.
DFD	Send Form 1286 to the Directives and Forms Division, U.S. Postal Service, 475 L'Enfant Plaza, SW, Room 4420, Washington, DC 20260.
EASC	Send Form 7380 to the Eastern Area Supply Center, Somerville, NJ 08877.
MTSC	Send Form 7380 to the Maintenance Technical Support Center, P.O. Box 1600, Norman OK 73070.
OK	Send Form 1286 to PST&DI Distribution Center, Correspondence Program, 1800 Rock Creek Road, Norman, OK 73069.
RAB	Send Form 1286 to the Regional Administration Branch at your regional Headquarters address for approval/stock.
RCI	Send Form 1286 directly to the Regional Chief Inspectors for approval/stock.
RDSB	Send Form 1286 to your Regional Distribution Systems Branch.
RTC	Send Form 1286 to the Registrar, Technical Center, P.O. Box 1400, Norman, OK 73070.
SC	Send Form 7380 to your designated Eastern or Western Area Supply Center.
WASC	Send Form 7380 to the Western Area Supply Center, Topeka, KS 66624.

Number	Title	Initial distribution	Supply source
	Other Agency Directives		
PAMP 18	*Your Retirement System* (July 1978)	1	SC
POSFHOUS	*Fair Housing, What Does it Mean to You?*	1	EASC
WH PUB 1313	*Notice to Employees Working on Government Contracts* (Jan. 1978)	1	SC
POS 3-116	*Attention Waterfowlers* (July 1980)	31, 34, 40	SC
	Miscellaneous USPS Directives		
	Headquarters Circulars	36, 37, 38, 39	DFD
	Management Instructions	62	DFD
	Postal Bulletin (weekly)	1	EASC:DFE[3]
	Regional Instructions	62	DFD
MS-75-1	*Shortform Specifications*	41	MTSC
	X-118B Qualification Standards for Postal Field Service	1[4]	DFD
	USPS Manuals		
ASM	*Administrative Support Manual* (Issue 1)	1	DFD
DMM	*Domestic Mail Manual* (Issue 1)	1	DFD
ELM	*Employee & Labor Relations Manual* (Issue 3)	1[1]	DFD
FMM	*Financial Management Manual* (Issue 1)	1[2]	DFD
POM	*Postal Operations Manual* (Issue 2)	1	DFD

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[1] Except CAG K & L post offices.
[2] Except CAG C-L post offices.
[3] Order back issues on Form 7380 addressed to EASC. Use Form 1286, addressed to the Directives and Forms Division, to change regular distribution quantities.
[4] Except CAG H-J post offices.

No.	Title	Initial distribution	Supply source
	USPS Publications		
1	We Deliver—The Story of the U.S. Postal Service (Aug. 79).	1	SC
2	Packaging for Mailing (June 78)	59	SC
4	Importing Animal and Plant Products through Overseas Military Post Offices (July 79).	30, 34	SC
6	Radioactive Materials (Dec. 75)	59	SC
7	Headquarters Supply Catalog (May 73)	30	DFD
9	U.S. Postage Stamps (TL 6, 8-79)	61	SupDoc
10	Don't Let Your Pocket be Picked by Mail (Spanish Mail Fraud Pamphlet) (July 74).	59	SC
11	Postal Laws (TL 34, 12-73)	31, 33, 36	DFD
12	Facing Identification Marks (April 79)	40	SC
14	Plant Quarantines (Sept. 78)	59	SC
15	Parcel Lockers—Regulations and Manufacturing Standards (May 73).	59	SC
16	Mail Chute Rules, Regulations and Specifications (March 80).	59	SC
17	Apartment House Mail Receptacles, Regulations and Manufacturing Standards (Aug. 78).	59	SC
18	Neighborhood Delivery and Collection Boxes—Regulations and Manufacturing Standards (March 78).	1	SC
19	Mailers Guide (Jan. 78)	21	SC
20	Priority Mail (Jan. 80)	1, 30	SC
22	Forms Catalog (TL 5, 8-79)	1	DFD
24	Supply Catalog (TL 8, 1-80)	1	DFD
25	Machinable Letter Mail Characteristics (April 77).	21, 60	DFD

No.	Title	Initial distribution	Supply source
27	The Answer Book (May 78)	4, 31[5]	SC
29	Express Mail Zone Chart Directory (July 78)	31	SC
32	Glossary of Postal Terms (Jan. 79)	1	SC
36	Mechanized Mail Preparation: FY 1975 (A Guide to Optimum Performance) (June 75)	41, 55	SC
37	Postal Facilities Planning Data and Equipment Layouts (TL 30, 3-80).	29, 31, 34, 43	DFD
38	Postal Agreement with the Department of Defense (Feb. 80).	4, 31, 34, 38, 40	DFD SC
41	Postal Contracting Manual (TL 31, 1-80)	10	RAB
42	International Mail (TL 66, 12-79)	2	DFD
43	Foreign False Representation and Lottery Mail Orders (TL 119, 11-75).	50, 60	DFD
44	Repair Parts Catalog: ZIP Mail Translator (ZMT), Model 304 (May 71).	41, 49	EASC
45	International Express Mail (Separate Sheets) (Aug. 78):	2, 31	SC
	AS/Aug. 78 Australia		
	BD/Sept. 79 Bermuda		
	BE/Aug. 78 Belgium		
	BR/Aug. 78 Brazil		
	CN/Sept. 79 Canada		
	FR/Aug. 78 France		
	GE/Jan. 79 Federal Republic of Germany.		
	HK/Sept. 79 Hong Kong		
	JA/Aug. 78 Japan		
	KR/Mar. 80 Korea		
	NL/Jan. 80 Netherlands		
	SG/Jan. 79 Singapore		
	SW/Feb. 79 Sweden		
	TW/Jan. 80 Taiwan		
	UK/Aug. 78 United Kingdom		
47	Equipment Catalog (TL 7, 7-78)	4, 36, 40, 43	DFD
48	Outline of Good Housekeeping Clinic (Sept. 74)	2	SC
49	USPS Facilities Design and Construction Program (Sept. 78)	40	DFD
50	Consumer Service Program (Aug. 77)	31, 34, 40	SC
51	International Postage Rates and Fees (Jan. 80)	57	SC
52	Acceptance of Hazardous or Perishable Articles (TL 3, 6-78)	4, 6, 31, 36, 37, 40, 43	DFD
53	Postal System Examiners (TL 1, 5-78)	4[6], 31, 34, 39, 40	DFD
54	Presorting—The First-Class Way (Sept. 76)	59	SC
55	Planning for Improved Postal Service in Office Buildings (Oct. 71)	59	SC
56A	First-Class Mail Service Improvement—Leader's Guide for Briefing Retail Employees (July 73)	60	DFD
56B	First-Class Mail Service Improvement—Picture Narration (Aug. 73)	60	DFD
61	Information Guide on Presorted First-Class Mail (April 80)	2	SC
62	Modern Mailroom Practices (Aug. 77)	59	SC
64	Supervisor's Guide on Alcoholism (Dec. 76)	1	SC
65	1980 National ZIP Code and Post Office Directory (Jan. 80)	31	SC
65A	1980 National ZIP Code and Post Office Directory (for official use only) (Jan. 80)	2	SC
66	Preventive Vehicle Maintenance, Spot Check Guide for Postmasters (May 69)	41	RAB
70	Driver Training for USPS Vehicles Exceeding 12,000 lbs. GVW (2-ton and over)—Instructor's Guide (TL 1, 2-73)	41	RAB
71	Vehicle Operations Analyst and Motor Vehicle Dispatcher (Mar. 71)	41	RAB
72	Managing Mail Preparation (Aug. 73)	59	SC
76	Repair Parts Catalog (RPC)—Canceling Machine, Model "M" (TL 6, 1-70).	31, 41, 49	DFD
77	RPC—Canceling Machine, Model "HD-2" (TL 4, 1-70).	31, 41, 49	DFD
79	RPC—Canceling Machine, Model "F" (TL 4, 1-70)	31 41, 49	DFD
81	RPC—Edger-Stacker, Model 301 (TL 7, 10-70)	31, 41, 49	DFD
82	Vehicle Repair Parts Catalog (VRPC)—AM General ½ ton FJ8, FJ8A (TL 2, 3-70)	47	DFD
83	VRPC—AM General ¼ ton 1975/76 DJ5D (TL 1, 3-70).	47	DFD
84	What are the New Letter Mail Dimensional Standards? (May 79).	59	SC
85	RPC—Bunn Twine Tying Machine (TL 4, 1-70).	31, 41, 49	DFD
88	RPC—Detecto 70 Pound Scale (TL 4, 1-70)	31, 41, 49	DFD
89	RPC—Triner Scale, Peerless 70 lb. Model (TL 3, 1-70).	31, 41, 49	DFD
92	RPC—Stamp Vending Machine, Model SI-6 (TL 4, 1-70).	31, 41, 49	DFD
93	Radiological Monitors (TL 2, 9-73)	60	DFD
94	Next Day Express Mail Postal Facilities (Feb. 79).	41	RAB
95	RPC—Facer-Canceler, Model Mark II (TL 10, 6-72).	31, 41, 49	DFD
96	Information for Students (Jan. 79)	58	RTC
97	Express Mail Custom Designed Service: Service Directory (Mar. 79).	23, 31, 46	SC
98	Window Acceptance and Delivery for Express Mail—Instructor's Guide (Sept. 77).	51	OK
101	Engineering Change Board Organization Function and Change Processing Procedures (July 78).	29, 31	SC
103	How You Can Improve Your Written Instructions (July 79)	58	EASC
104	Postal Source Data System—Supervisor's Handbook (Mar. 78).	22, 34, 36, 37	SC
105	RPC—Multiposition Letter Sorting Machine Models 120 and 121 (TL 11, 8-71).	29, 31	DFD
108	Revenue/Cost Analysis Program, A Self-Instruction Training (Sept. 73).	58	DFD
110	RPC—Conveyor and Culling Machine, Model 89 (TL 5, 10-70).	31, 41, 49	DFD
112	RPC—Items of Supply (TL 36, 4-80)	31, 41, 45, 48, 49	DFD
115	Business Reply Mail, Regulations, Applications (Nov. 79).	59	SC
118	Fair Labor Standards Act Policy & Instructions (June 78).	1	SC
	Questions and Answers on Interim Pub. 118 (Sept. 78).	4	SC
120	RPC—Postage Meter Base, Model RG (TL 2, 12-69).	31, 41, 49	DFD
121	RPC—Postage Meter Base, Model RS (TL 2, 12-69).	31, 41, 49	DFD
122	How You Can Curb Pandering Advertisements (June 69).	59	SC
123	Administering the Pandering Advertisements Statute (Sept. 76.).	44	SC
133	Matching Postal Products to Banking Functions (May 78).	60	DFD
134	Postal Products Working for Government Agencies (June 78).	60	DFD
135	Floor Wardens' Instructions, Headquarters Civil Defense Program (Sept. 68).	60	DFD
136	Licensed Vendor Listing: Uniform Allowance Program (Oct. 73).	4, 6, 17, 31	SC
139	General Purpose Container User's Manual (Mar. 78).	19[7], 41	RAB[7]
140	Post-Con Container User's Manual (Apr. 78)	19[8], 41	RAB[8]
142	RPC—Stamp Vending Machine, Model SI-15 (TL 2, 1-70).	31, 41, 49	DFD
143	RPC—Stamp Vending Machine, Models SI-90 and 95 (TL 3, 1-70).	24, 31, 41, 49	DFD
144	RPC—Stacker, Conveyor and Culling Machine, Model 89 A and B (TL 4, 8-71).	31, 41, 49	DFD
145	RPC—Edger-Stacker, Model 302 (TL 3, 8-70)	31, 41, 49	DFD
147	RPC—Edger-Stacker, Model 304 (TL 4, 10-70).	31, 41, 49	DFD
151	Selling to the Postal Service (Nov. 76)	57	SC
155	Rural Letter Carrier Craft Safety Orientation (Apr. 78).	4, 6, 17, 31, 36	SC
156A	Contingency Plans—Work Stoppages (TL 1, 12-77).	60	DFD
156B	Contingency Plans—Civil Disorders and Natural Disasters (TL 8, 8-74).	60	DFD
156C	Contingency Plans—Bombings, Bomb Threats and Bomb Scares (TL 3, 7-72).	60	RCI
160	Domestic Airmail Routes and Stop Points (TL 8, 10-78).	41	RAB
162	Conditions of Service for Air Transport of Intra-Alaska Mail (Sept. 70).	31, 34, 41	WASC
163	Express Mail—Programmed Service (Jan. 80)	23, 31, 46	DFD
163A	Express Mail Custom Designed Service, Self-Mailer (Mar. 80).	30, 41, 60	DFD
164	Sales Guides 1-8, 101, 103 (1971-1974)	58	DFD
165	Design Control Guidelines (Nov. 71)	3, 31	DFD
165A	Design Control Guidelines (non-revisable) (Dec. 71).	5, 6, 36, 40	SC
167	High Rate Belt Sack Sorter (June 71)	60	DFD
168	Mail Sack Shakeout System (June 71)	60	DFD
169	Quality Assurance Requirements for Postal Hardware Systems (June 73).	1	EASC
170	Reliability and Maintainability Requirements for Postal Hardware Systems (April 71).	1	EASC
171	Transportation of Mail by Air Taxi Operators (TL 4, 8-78).	41	RAB
172	Editor's Manual (May 79)	60	DFD

[5] Southern Region only.
[6] EAS-22 and above.
[7] Northeast Region did not receive copies.
[8] Eastern and Central Regions did not receive copies.

No.	Title	Initial distribution	Supply source
174	What You Should Know About Dogs and Dog Repellent (Feb. 79).	59	SC
175	Investment in Obligations of the USPS (Sept. 71)	31	EASC
176	RPC—Single Position Letter Sorting Machine (TL 2, 7-72)	31, 41, 49	DFD
177A	Self Study Course in Retailing (SSCR)—General Delivery (Feb. 72)	1	SC
177B	SSCR—Customer Service Claims (Feb. 72)	1	SC
177C	SSCR—Tracer (Feb. 72)	1	SC
177D	SSCR—Permits (Feb. 72)	1	SC
177E	SSCR—Recall of Mail (Feb. 72)	1	SC
177F	SSCR—Vending Machine Refunds (Feb. 72)	1	SC
177G	SSCR—Setting Commercial Postage Meters (Feb. 72)	1	SC
177H	SSCR—Operating Postage Meters (Feb. 72)	1	SC
177K	SSCR—Handing Out and Accepting Passports (Feb. 72)	1	SC
178A	SSCR—Operations in Accepting Mail (Feb. 72)	1	SC
178C	SSCR—Ordinary Mail Service (Feb. 72)	1	SC
178E	SSCR—Insured Mail Service (Feb. 72)	1	SC
178F	SSCR—COD Mail Service (Feb. 72)	1	SC
178G	SSCR—Certified Mail Service (Feb. 72)	1	SC
178H	SSCR—Certificates of Mailing (Feb. 72)	1	SC
178I	SSCR—Firm Mailings (Feb. 72)	1	SC
178J	SSCR—Registered Mail Service (Feb. 72)	1	SC
178K	SSCR—Rotary Dispatch (Feb. 72)	1	SC
178L	SSCR—Regular Service Express Mail (Dec. 75).	60	DFD
181A	SSCR—Courtesy & Customer Relations/Human Relations (Feb. 72).	1	SC
181B	SSCR—Courtesy & Customer Relations/Telephone Principles (Feb. 72).	1	SC
181C	SSCR—Handling Inquiries and Complaints (Feb. 72).	1	SC
184	RPC—Vehicles (TL 16, 8-79)	31, 45, 47	DFD
190	Capital Investment Policies and Procedures (TL 7, 9-78).	4, 31, 34, 36, 41, 40, 43	RAB
191	Capital Investment Implementation Instructions (TL 3, 6-78).	31, 34, 35, 40, 41, 43, 45	RAB
193	U.S. Postage Stamps and Postal Stationery (June 77).	59	SC
195	ODIS—What it is—What it does (Oct. 72)	1	SC
196	Planning for Central Mail Delivery (Jan. 77)	21, 31	SC
197	Retail Equipment and Supplies (TL 1, 7-73)	4, 6, 17, 31, 34, 43	DFD
198	The Postal Inspection Service (May 73)	1	SC
199	The Position of Postal Inspector (Oct. 79)	30, 33, 60	DFD
200	Postal Lobby—Signage Standards (July 73)	1	SC
201	A Consumer's Guide to Postal Services and Products (Oct. 78).	59	SC
201A	Guia de Servicios y Productos Postales para el Consumidor (Aud. 73).	59	SC
202	Agreement between USPS and Employee Organizations (July 1978) (July 1981).	1	RAB
202A	Supplemental Agreement (Mail Bag Depositories, Repair Centers, and Supply Centers) (Jan. 79).	31, 38	EASC
202B	Supplemental Agreement (Mail Equipment Shops) (Oct. 75).	60	DFD
204B	How to Use the Transacter for Normal Time Recording (Feb. 74).	60	DFD
204C	How to Use the Badge Reader (Feb. 74)	60	DFD
211A	PEDC—Parcel Damage Control Training Program (PDCTP)—Administrative Guide (Feb. 74).	60	OK
211E	PEDC—PDCTP—Customer Mailroom Employees (Feb. 74).	60	OK
211F	PEDC—PDCTP—Processing and Dock Employees (Feb. 74).	60	OK
211K	PEDC—PDCTP—Vehicle Loading and Unloading Dock Employees (Feb. 74).	60	OK
212	RPC—AM General ¼ Ton 1970-71 (TL 1, 3-15-74).	31, 45, 47	DFD
215	On-Site Meter Setting Workbook (Sept. 74)	31, 34, 40	SC
218	Program for Alcoholic Recovery (June 78)	1	SC
219	USPS-NRLCA National Agreement (Sept. 78).	1	SC
220	What Can Make a Store Happy (Aug. 77)	60	DFD
221	Parcel Post Guide for Large Volume Mailers (Sept. 77).	21, 60	DFD
222	Parcel Post Guide for Small Mailers (Sept. 77)	21	SC
223	A Surprise Package from Parcel Post (Oct. 77)	21	SC
225	Introduction to Stamp Collecting (Aug. 1979)	30, 40, 41, 60	DFD
226	You are a Parcel (March 79)	21, 31, 34, 43	DFD
227	Packaging Pointers (Oct. 78)	1	SC
229	First-Class for the Frugal (Jan. 80)	30, 31, 41	SC
230	Presort—First-Class Mail (Dec. 78)	1	SC
231	A "Bottom Line" Estimate of your Presort Savings (Sept. 78).	1	SC
232	Computer Programming for Presort (July 79)	1	SC
249A	Presort First-Class Mail Case History (Univ. Neb.) (Aug. 79).	1	SC
249B	Presort First-Class Mail Case History (M&T Bank) (Nov. 79).	30, 40, 41	SC
250	Postal Inspectors Protect Consumers (Jan. 80)	3, 10, 33, 59	SC
251	Fraud and the Business Community (Jan. 80)	3, 10, 33, 59	SC
252	Intelpost (Jan. 80)	30	SC
253	Work at Home (March 1980)	3, 10, 33, 59	SC

USPS Handbooks

No.	Title	Initial distribution	Supply source
ADP 2	Operating Standards (TL 2, 4-78)	31, 36, 37, 41, 43	DFD
ADP 3	Remote Job Entry (Sept. 76)	29, 31, 36, 37, 43	EASC
ADP 4	Time-Sharing Option (Dec. 76)	29, 31, 36, 37, 43	EASC
ADP 5	Equipment Inventory (TL 3, 2-80)	29, 41, 34, 36, 37, 40, 43	DFD
ADP 6	Librarian (Nov. 76)	29, 31, 36, 37, 43	EASC
ADP 7	Software Documentation Standards (TL 1, 11-77).	60	DFD
A-3	Word Processing System (TL 1, 5-79)	7, 8, 30, 31, 33, 34, 36, 37, 43, 51	SC
AS 701	Supply Management (TL 1, 10-78)	4, 31, 34, 36, 40, 45, 46, 47, 51	DFD
CD-1	Mechanical Fundamentals (Oct. 70)	31, 34, 30	SC
CD-2	Electrical Fundamentals (Oct. 70)	1	SC
E-4	Adjustable Platform Stools (Jan. 56)	4, 31, 36	
E-5	Materials Handling and Associated Equipment (March 70).	4, 31, 36	
E-11	Standard Data Operator Instructions, Mail Processing Operations (TL 2, 7-78).	60	DFD
E-13	Multiposition Letter Sorting Machine, Models 120 and 121 (TL 1, 12-66).	31, 34, 40, 41	DFD
F-1	Financial Handbook for Post Offices (TL 8, 3-80).	2, 31, 32, 34, 36, 39, 40, 43, 44, 46, 51, 59	DFD
F-4	Examination of Postmasters/Accounting Transactions (TL 23, 8-76).	29, 31, 36	DFD
F-7	Revenue/Cost Analysis Studies and Tests at First and Second Class Post Offices (TL 28, 12-74).	4, 6, 31, 36	DFD
F-8	General Classification of Accounts (TL 55, 7-79).	7, 8, 9, 10, 11	DFD
F-9	National Cost Reduction Program (March 80)	30, 31, 34, 40, 41	SC
F-13	Revenue/Cost Analysis Studies at Offices in CAGs K and L (TL 28, 2-76).	16, 17, 31, 34, 36	DFD
F-14	Revenue/Cost Analysis Mail Transportation Studies (TL 27, 12-74).	31, 36, 46	DFD
F-16	Accounts Receivable (TL 38, 2-74)	29, 31, 36	DFD
F-19	Accountability of Disbursing Officers (TL 18, 4-76).	29, 31, 34, 36, 43, 45	DFD
F-20	Quick Reference, Form 1314, Rural Route (March 80).	30, 31, 34, 60	DFD
F-21	Time and Attendance (TL 25, 4-78)	1	DFD
F-22	Postal Source Data System Time and Attendance (TL 1, 12-77).	22, 31, 32, 34, 36, 37, 39, 43	DFD
F-24	Manual Payroll (TL 55, 9-74)	29, 31, 32, 36, 43	DFD
F-26	Property Accounting (TL 12, 2-79)	29, 31, 34, 36, 37, 43, 46	DFD
F-28	Mailbag Accounting and Reporting (TL 17, 5-78).	29, 31, 36, 37, 46	DFD
F-29	General Accounting Procedures (TL 4, 5-71)	29, 31, 36, 46	DFD
F-30	Reconciliations (TL 3, 6-70)	29, 31, 36	DFD
F-31	Standard Costs—Mail Equipment Shops (TL 2, 12-65).	60	DFD

No.	Title	Initial distribution	Supply source
F-32	International Accounts (TL 5, 12-74)	29, 36, 50	DFD
F-33	Accounts Payable (TL 39, 1-79)	29, 36	DFD
F-35	Revenue & Cost Analysis System for Estimating Revenue, Pieces and Weight of Domestic Mail (TL 4, 8-75).	41	RAB
F-35A	System for Estimating RPW of Domestic Mail (July 73).	41	RAB
F-37	Revenue/Cost Analysis System for Estimating RPW of Domestic Mail (TL 2, 5-72).	29, 31	DFD
F-39	Personnel Service Center Coding and Procedures (TL 5, 5-71).	29, 31, 34, 36	DFD
F-41	Vehicle Accounting (TL 5, 2-77)	29, 31, 34, 36, 37, 43, 46	RAB
F-43	Property Code Numbers (TL 1, 11-79)	4, 31, 34, 36, 43, 45, 46, 51	DFD
F-44	System for Estimating RPW of Mail to Foreign Destinations (TL 1, 8-70).	31, 36, 41	DFD
F-45	In-Office Cost Sampling Procedures (TL 4, 10-79).	4, 6, 17, 31	DFD
M-4	Vehicle Maintenance Program Guidelines (TL 7, 4-79).	31, 34, 43, 47	DFD
M-5	Schemes, Assignments and Examinations (TL 3, 9-74).	4, 6, 17, 31, 34	DFD
M-7	Highway Management System—Technical Operations (TL 1, 6-75).	22, 31, 34, 36, 37, 43	DFD
M-7A	Highway Management System—Training (July 75).	22, 31, 34, 36, 37, 43	SC
M-8	Operating Guide, Community Post Offices, Contract Stations and Branches (Sept. 76).	26, 31	SC
M-9	Travel (TL 20, 7-79)	1 [9]	DFD
M-10	Forms Management (TL 1, 6-72)	31, 36	DFD
M-11	National ZIP Code File Maintenance System (TL 1, 5-76).	27, 31	DFD
M-12	PSDS Vehicle Use Reporting Guide & Implementation Instructions (TL 4, 2-78).	22, 31, 36, 37, 41	RAB
M-15	MPLSM Operating Guidelines (TL 1, 5-78)	31, 34, 39, 40, 49	DFD
M-16	Engineering Data Isolation Technique (EDIT) (TL 1, 6-78).	31, 34, 39, 40, 49	DFD
M-18	Firearms (TL 3, 12-76)	33	CDB
M-19	Accident Investigations—Tort Claims (TL 1, 7-77).	4, 6, 17, 34, 36, 37, 39, 43, 47	DFD
M-21	Rail Van Control System—Technical Operations (TL 1, 1-75).	22, 31, 34, 37, 41, 43	RAB
M-21A	Rail Van Control System—Training (June 75)	22, 31, 34, 37, 41, 43	RAB
M-22	National Air and Surface Schemes (TL 18, 9-74).	31, 37, 46	DFD
M-23	Bulk Mail Processing at Bulk Mail Centers (TL 1, 7-78).	31, 35, 39, 43	DFD
M-24	Headquarters Records Disposition Schedule (TL 1, 2-62).	30, 60	DFD
M-25	Management Action Planning (Nov. 78)	31	SC
M-27	MPLSM System Quality Sort Test (TL 2, 11-79).	31, 34, 39, 40, 41	RDSB
M-28	Data Recorder Transactions and Operating Instructions (Nov. 79).	31	RAB
M-29	Twine Tying Machines (TL 3, 5-69)	4, 31, 36	DFD
M-31	Air Service Instructions (TL 6, 4-74)	31, 34, 41	RAB
M-32	Management Operating Data System for MOD 1 Offices (TL 7, 10-79).	22, 31, 34, 37, 41, 46	RAB
M-33	Management Operating Data System for MOD 2 Offices (TL 1, 9-75).	34, 37, 46, 41	RAB
M-34	How to Tell It Like It Is (Aug. 72)	60	DFD
M-37	Rural Carrier's Instruction Handbook (Dec. 65).	41	RAB
M-39	Management of Delivery Service (TL 7, 6-76)	19, 26, 31, 34, 36	DFD
M-41	City Delivery Carrier's Duties & Responsibilities (TL 2, 6-76).	19 [10], 31, 34, 36, 40	DFD
M-44	Tort Claims Settlement (TL 2, 10-73)	20, 31, 36	DFD
M-46	Self-Service Program (TL 4, 9-75)	24, 31, 34, 40, 43, 49	DFD
M-49	Sorter Induction Accuracy Test (SIAT) (Apr. 79).	1	SC
M-51	How to Handle Direct Line Telephone Calls from Self-Service Postal Units (Oct. 70).	24, 31	RAB
M-52	Fleet Management (TL 5, 10-79)	4. 6, 17, 31, 34, 36, 37, 39, 43	DFD
M-53	International Indemnity Claims (TL 2, 8-72)	50	DFD

[9] Except CAGs H-K post offices.
[10] Post offices order from their management sectional center.

No.	Title	Initial distribution	Supply source
M-54	Letter Sorting Machine (TL 4, 7-75)	31, 34, 41, 46	DFD
M-60	Origin-Destination Information System (TL 6, 2-80).	4, 6, 31, 34, 39, 43, 46	DFD
M-61	Origin-Destination Information System Data Collection Procedures (June 79).	4, 6, 31, 34, 39, 43	SC
M-62	International Mail Inquiries (TL 2, 8-72)	50	DFD
M-64	U.S. Stamped Envelope Agency (TL 2, 11-74)	41	DFD
M-66	Optical Character Reader Model 1 (TL 1, 4-71)	31, 41	DFD
M-67	Customer Service Representative Handbook (Sept. 71).	31, 60	DFD
M-68	Express Mail Service (TL 17, 12-78)	23, 31, 46	DFD
M-69	Prevention of Damage to Mail (TL 3, 3-74)	60	DFD
M-70	Mechanization Design Specifications (TL 5, 5-76).	60	DFD
M-72	Mailbag and Container Processing (TL 6, 4-78)	22, 31, 34, 40, 41, 43, 46	DFD
M-73	Postal Facility Activation Manual (TL 2, 3-75).	31, 34	DFD
M-74	Self Service Postal Center Operation (TL 2, 9-79).	24, 31, 34	DFD
M-75	Manual Letter Mail Distribution (TL 1, 1-75)	29, 31, 34, 40, 46	DFD
M-76	Letter Tray Program Operating Instructions (Oct. 76).	31	RAB
M-78	Mailgram Enveloping Equipment (Jan. 79)	41	SC
M-79	Mailgram Operating Procedures (July 79)	41	DFD
M-80	Interactive Postal Simulator (IPSIM) (TL 3, 7-77)	60	DFD
M-80A	Schedules and Schemes Information System (Aug. 79).	60	DFD
M-81	LSM Scheduler (June 1976)	60	DFD
M-82	Developing Area Mail Processing Proposals (June 1979).	30	DFD
MS-1	Operation and Maintenance of Real Property (TL 2, 7-79).	41	MTSC
MS-2	Parcel Sorting Machine, Over & Under Type (J. B. Webb Model) (TL 1, 12-63).	41	MTSC
MS-3	Automatic Money Changer (TL 1, 1-64)	41	MTSC
MS-5	Postage Meters (TL 1, 3-64)	41	MTSC
MS-6	Repair and Alteration Surveys (TL 1, 6-79)	30, 31, 33, 34, 40, 42	MTSC
MS-7	Repair and Alteration of Real Property (TL 3, 6-79).	41	MTSC
MS-8	ZIP Mail Translator, Model 304A, Type II, Vol. A, Parts 1, 2, and 3. Volume B, C and D (A=12-77; B=1-78; C=1-78; D=1-78).	41	MTSC
MS-9	Physical Surveys of Leased Postal Facilities (TL 1, 2-76).	41	MTSC
MS-11	Industrial Storage Batteries (TL 1, 9-64)	41	MTSC
MS-12	Postal Commodity Vending Machine: Model 76 (TL 1, 12-78).	41	MTSC
MS-13	Interim Maintenance Handbook for MPLSM Models 120 & 121 (TL 1, 11-77).	41	MTSC
MS-14	Mark II Facer-Canceler, Series 3500 (Vols 1, 2, 3=TL 1, 7-75; Vol. 4=TL 5, 5-78).	41	MTSC
MS-15	100-Pound Beam Scale (TL 1, 7-65)	41	MTSC
MS-18	4-Pound Beam Scale (TL 1, 7-65)	41	MTSC
MS-19	70-Pound Scale (TL 1, 8-65)	41	MTSC
MS-21	Elevator Maintenance (TL 1, 5-79)	31, 34, 40, 42	MTSC
MS-22	Street Letter Box Maintenance (TL 2, 10-73)	41	MTSC
MS-23	Monorail Sack Sorters (TL 1, 7-66)	41	MTSC
MS-24	Heating, Cooling and Ventilating (TL 7, 8-78)	41	MTSC
MS-25	Self-Service Postal Equipment (TL 7, 8-75)	41	MTSC
MS-26	USPS Portable Conveyors (TL 2, 7-73)	41	MTSC
MS-27	Intercommunication and Paging System—1100 Series (TL 1, 9-68).	41	MTSC
MS-28	Maintenance of Electrical Switchgear (Mar. 73) (Addendum, Apr. 77).	41	MTSC
MS-29	Edger-Stacker Machines, Models 301, 302, 303 and 304 (TL 1, 4-71).	41	MTSC
MS-30	Portable Culling, Facing and Stacking Conveyors, Model CF-60 (TL 1, 5-71).	41	MTSC
MS-33	ZIP Mail Translator (ZMT) Model 304, Corrective Maintenance Guide (SIMM's) (TL 2, 6-78).	41	MTSC
MS-33A	ZIP Mail Translator (ZMT) Model 304-A, Supplement (TL 1, 11-74).	41	MTSC
MS-35	Hi-Speed Digital Printer—Franklin Series (SIMM's) (Dec. 72).	41	MTSC
MS-36	Small Canceling Machine (Sept. 72)	41	MTSC
MS-37	ASR Teletype (TL 1, 2-73)	41	MTSC
MS-38	Model SI-90 6 Postage Stamp Vending Machine (Vols. 1, 2, and 3) (all: TL 1, 5-76).	41	MTSC

No.	Title	Initial distribution	Supply source
MS-39	Fluorescent and Mercury Vapor Lighting—Cleaning and Relamping (Jan. 73).	41	MTSC
MS-40	Single Position Letter Sorting Machine, Models A & B (TL 2, 3-79).	41	MTSC
MS-42	Air and Water Balancing (TL 1, 3-73)	41	MTSC
MS-43	General Maintenance for Mail Handling Equipment (TL 1, 7-73).	41	MTSC
MS-44	Intercommunication and Paging System, 100 Series (TL 1, 7-78).	41	MTSC
MS-45	Area Maintenance Office Operating Procedures (TL 2, 12-73).	41	MTSC
MS-46	Edger Feeder Models 500/500A (TL 3, 10-78)	41	MTSC
MS-47	Housekeeping—Postal Facilities (TL 2, 3-75)	41	MTSC
MS-48	Kenco Self Service Postal Center Burglar Alarm (undated—pre-1974).	41	MTSC
MS-49	Energy Conservation and Maintenance Contingency Planning in Large Postal Facilities (TL 2, 11-74).	41	MTSC
MS-50	Energy Conservation and Maintenance Contingency Planning in Small Postal Facilities (TL 2, 11-74).	41	MTSC
MS-51	MMI 2200 Vending Machine, Vols. I-V (May 75)	41	MTSC
MS-52	MMI 2400 Vending Machine, Vols. I-V (May 75)	41	MTSC
MS-53	70-Pound Parcel Post Scale Maintenance Model 7501-P (July 77).	41	MTSC
MS-54	Color & Graphics Handbook—Post Office Interior Spaces (TL 1, 10-74).	41	MTSC
MS-54A	Graphics Handbook—Post Office Interior Spaces (Oct. 74).	41	MTSC
MS-55	Neighborhood Delivery and Collection Boxes (Aug. 74).	41	MTSC
MS-56	Fire Extinguishing Equipment (Aug. 75)	41	MTSC
MS-57	Label Printing Machine (Model 40-16) and Power Feed Stand (Model 410) (Apr. 75).	41	MTSC
MS-58	Maintenance Performance Criteria (Apr. 75)	41	MTSC
MS-59	Multi-Position Letter Sorting Machine, Model 140/141 (ESP/ZMT), Volumes A, B and C (12-77).	41	MTSC
MS-60	Electronic Sort Processor, Model 122, Vol. A (Pts. 1, 2, and 3), Volumes B, C, and D (1-78).	41	MTSC
MS-61	Multi-Position Letter Sorting Machine, 140/141 Volume A (Pts. 1, 2, and 3), Volumes B, C, and D. (1-78).	41	MTSC
MS-62	MPLSM Overhand Procedures (TL 1, 5-77)	41	MTSC
MS-63	Maintenance Management Class "A" Offices (TL 2, 8-78).	41	MTSC
MS-64	Single Position Flat Sorting Machine, Models 200A & 200B Vols. A, B, C (TL 1, 4-78).	41	MTSC
MS-65	Maintenance Management Class "B" Offices (TL 1, 4-79).	41	MTSC
MS-66	USPS Model 15 ZMT/LSM Operator Training Console (7-79).	41	MTSC
P-1	Positions Descriptions, Bargaining Unit Positions (TL 79-2, 10-79).	60	DFD
P-4	Standard Position Description (TL-11, 11-79)	60	DFD
P-5	Conducting On-Site Equal Employment Opportunity Evaluations (TL 1, 9-75).	41	DFD
P-6	Employee Suggestion Program (April 79)	1	SC
P-11	Personnel Operations (TLs 5, 9-75)	1 [11]	DFD
P-12A	Qualification Standards for USPS Positions (TL 2, 3-78).	1 [13]	DFD
P-12B	Qualification Standards for Bargaining Unit Positions (TL 2, 4-78)	1 [13]	DFD
P-12C	Qualification Standards for Postal Data Center Positions (TL 2, 12-78).	29, 31, 36, 37	DFD
P-13	Supervisor's Safety Handbook (TL 1, 9-74)	1	DFD
P-14	Health and Medical Service (TL 8, 3-67)	26	DFD
P-15	Instructor's Guide for Training Mechanics Basic Mechanical Equipment (Nov. 68).	31, 41	SC
P-16	Instructors Guide for Basic Maintenance Training (Dec. 68).	31, 41	SC
P-17	Postal Career Executive Service Supervisor's Assessment Workbook (June 79).	30, 60	DFD
P-18	PCES Applicant's Self-Assessment Workbook (June 79).	30, 60	DFD
P-19	PCES—Executive Skills Inventory Workbook (June 80).	30	EASC
P-20	Processing and Documenting Personnel Actions Using the Personnel Source Data Mechanization System (TL 4, 8-72).	4, 6, 16, 31, 32, 34, 36, 43	DFD
P-21	PCES Selecting Official's Guide (Sept. 79)	30, 60	DFD
P-22	Instructor's Training Manual for Edger Stacker-Facer Canceler System (June 68).	31, 36, 41	SC
P-23	Orientation and Craft Skill Training (TL 16, 10-79).	1 [12]	DFD
P-24	Operator Training for Sorting Machines (TL 2, 12-78).	31, 34, 41, 51	DFD
P-25	Multiposition Letter Sorting Machine—Supervisor's Training Manual (TL 1, 11-68).	41	DFD
P-26	Grammer, Punctuation, Capitalization (Sept. 79).	30	—
P-29	Food Service Operation & Employee Social & Recreational Funds (TL 1, 6-74).	4, 31, 36, 42, 47	DFD
P-30	Conducting Postal Employment & Placement Examinations (TL 1, 5-75).	60	DFD
P-31	Supervisor's Guide to Merit Performance Evaluation (9-79).	30, 31	SC
P-32	Supervisor's Guide to Handling Grievances (11-79).	2, 30, 31	SC
PDC-1	Files Maintenance and Records Disposition Guide (TL 2, 9-75).	29, 31, 37, 60	DFD
P&S-1	Procurement Service Office	31, 34, 40, 41, 47	RAB
RE-1	Realty Acquisition and Management (TL 3, 5-77).	31, 34, 41	RAB
RE-2	Real Estate Tax Management (TL 1, 9-76)	31, 34, 41	RAB
RE-3	Facilities Management System—Operations Guide (TL 1, 11-78).	34, 42, 60	DFD
RE-4	Standards for Facility Accessibility by the Physically Handicapped (Nov. 79).	30, 31, 42	SC [12]
RE-5	Site Security (Apr. 80)	30, 31, 42	SC [12]
S-3	Floors, Care and Maintenance (Sept. 69)	1	MTSC
S-20	Mailbag Depositories & Repair Centers Operating Procedures (TL 4, 3-79).	29, 31, 43	DFD
S-31	Heat Seal Rewrap Machine Model 104-30 (Aug. 69).	31, 41, 43	EASC
S-33	Shipping and Receiving Postal Service Property (TL 3, 10-78).	4, 6, 16, 31, 34, 36, 42, 47	DFD
SM-1	Engineering Drawing Standards (TL 2, 8-73)	60	DFD
SM-2	Specification Practices (TL 2, 1-73)	60	DFD
T-1	International Airmail Exchange Office Procedure (TL 9, 8-76).	41	RAB
T-2	Plant Loading Guidelines (TL 2, 5-76)	31, 43, 46	RAB
T-3	Plant Loading Authorization & Procedures (Dec. 78).	31, 34, 36, 37, 39, 42, 43, 46	SC
T-4	International Surface Mail (TL 7, 12-77)	60	DFD
T-5	Air Service for Mail (Oct. 70)	31, 41, 46	RAB
T-6	Technical Manual for Star Route Simulator (STARSIM) (Software) (TL 1, 6-76).	31	DFD
T-6A	User's Manual for STARSIM System (TL 1, 6-76).	31	DFD

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[11] Except CAG L post offices.
[13] Except CAG H-L post offices.

[12] Only those included in initial distribution.

—Office of Management Services, 5-22-80.

INTERNATIONAL MAIL—HAZARDOUS MATERIALS

The Universal Postal Union (UPU) has adopted revised regulations governing the mailing of hazardous or perishable substances in the international mails. These revisions are based upon procedural recommendations jointly developed by the UPU and the International Air Transport Association (IATA).

Accordingly, the following changes in forms, administrative procedures, and mailability criteria are effective immediately.

Forms (changes will appear in the next printing of these forms)

A. A warning statement is added to the back of the green C–1 Customs Declaration for Postal Union Mail (Form 2976):

> Your item must not contain any dangerous articles prohibited by postal regulations.

B. A similar warning statement is added to the white C–2/CP3 Customs Declaration Form for Postal Union Mail (Form 2976–A) and the Customs Declaration Forms and Dispatch Note for Parcel Post (Forms 2966–A, 2966, and 2972):

> Your signature on the front affirms that your item does not contain any dangerous articles prohibited by postal regulations.

UPU regulations

A. **Biological substances.** The admissibility of perishable biological substances and radioactive materials is combined into a single article. To be admitted to the international mails such items must continue to meet the following admissibility criteria:

1. Perishable biological substances and radioactive materials may only be sent in registered airmail letter packages to those countries which accept such items on either a reciprocal or a unilateral basis.

2. Perishable biological substances may only be exchanged between officially recognized qualified laboratories.

3. Radioactive materials may only be sent by duly authorized senders.

B. **Infectious biological substances.** The regulations regarding the preparation of perishable infectious biological substances is revised. The new regulations specify that "senders of infectious substances must ensure that shipments are prepared in such a manner that they arrive at their destinations in good condition and present no hazard to persons or animals during shipment . . ." Accordingly, the following packaging and identification requirements must be observed:

1. Packaging of Non-infectious Biological Materials

a. Non-infectious substances must be packed in a nonporous inner container that is surrounded by enough absorbent material to completely absorb the entire contents of the package.

b. The inner container and absorbent material must be inserted in a secondary container that is sufficiently tight fitting to prevent the contents from shifting.

2. Packaging of Infectious Biological Materials

a. Infectious substances must be packed in a tightly closed, nonpermeable, inner container made of glass, metal, or plastic.

b. The inner container should be outfitted with a leak-proof metal seal (e.g., heat-sealed metal stopper, metal screw cap, etc.) to prevent spillage of the contents. If a screw cap seal is used, it must be reinforced with tape.

c. The inner container must be surrounded by absorbent material and placed in a water-tight secondary container that is strong enough to prevent outside contamination.

d. The secondary container and its contents must be wrapped in cushioning material and placed in a tight fitting, protective shipping box or carton constructed of wood, metal, or other equally strong material. This outer packaging should be outfitted with a tight fitting lid to prevent it from opening during transport.

e. Infectious substances shipped in a refrigerated or frozen state *cannot* be sent in an inner container bearing a metal screw cap. A heat-sealed skirted stopper or metal crimp seal should be used to prevent spillage of the contents.

f. When wet or dry ice is used as a preservative, the following procedures must be observed:

(1) The wet or dry ice must be placed between the secondary container and the outer packaging.

(2) The outer packaging should be designed with interior supports to prevent it from collapsing after the wet ice melts or the dry ice has dissipated.

(3) When wet ice is used, the complete packaging must be leak-proof.

(4) When dry ice is used, the outer packaging must permit the release of carbon dioxide gas.

3. Labeling Requirements

a. Letter packages containing non-infectious substances should be identified by a violet colored label bearing the prescribed symbol and French wording for Perishable Biological Materials ("Matieres Biologiques Perissables").

b. A new package identification label for infectious substances has been adopted by the UPU. This is a diamond-shaped label with black lettering on a white background. The top half of the label bears the designated symbol for infectious substances, while the bottom half contains the following wording:

> Infectious Substance. In case of damage or leakage immediately notify public health authority.

Pending the availability of this "Infectious Substances" label, the existing violet colored label bearing the French wording "Matieres Biologiques Perissables" (Perishable Biological Materials) may continue to be used to identify both infectious and non-infectious biological substances.

4. Handling and Tagging. Letter packages containing perishable biological materials should be given careful yet expeditious treatment from receipt through dispatch. Shipments containing infectious substances must be segregated from other types of mail matter (i.e., placed in separate bags). Tag 44, *Sack Contents Warning,* should be attached to the outside of such sacks to identify the potentially hazardous nature of their contents. Tag 44 is for internal Postal Service use only.

C. **Explosives, Flammables.** Certain explosive, flammable, and dangerous articles which have heretofore been exchanged by member countries on an optional basis will no longer be admissible in the international mails. These items include:

1. Firing caps and loaded metal cartridges for portable firearms.

2. Non-explosive parts of artillery fuses and matches.

3. Flammable films.

4. Raw celluloid and articles made of celluloid.

D. Classification. The Universal Postal Union has adopted the IATA classification system for identifying hazardous and dangerous articles. Except where otherwise noted, the following items are prohibited entry as international air or surface mail:

1. All items of a dangerous or hazardous nature which are inadmissible as domestic mail are similarly prohibited in the international mails. This includes substances which are likely to soil or damage mail and those which are potentially injurious to health, life, or property. See Part 124, DOMESTIC MAIL MANUAL.

2. Explosives and explosive devices are prohibited. The primary function of such items is to produce an explosion or pyrotechnic effect which is capable of generating an instantaneous release of gas or heat.

3. Flammable and non-flammable compressed gases and liquids which possess one of the following physical characteristics are prohibited:

a. An absolute pressure in the cylinder or other pressure vessel which exceeds 40 lbs./sq. in. at 70° F or 104 lbs./sq. in. at 130° F or both.

b. For flammable liquid mixtures, an absolute vapor pressure in excess of 40 lbs./sq. in. at 100° F as determined by standard test methods. The following exceptions should be noted:

(1) Consumer aerosol products (e.g., deodorants, hair-sprays, and shaving creams) containing non-flammable compressed gases or liquids are admissible in quantities of *one pint or less* per package.

(2) Non-flammable compressed gases and liquids (e.g., argon, helium, neon, and nitrogen) are admissible provided they possess an absolute pressure in the dispenser of *less than* 40 lbs./sq. in. at 70° F. The gas dispenser must be designed for and equipped with a safety relief device set at an absolute pressure of more than 40 lbs./sq. in. or 25 lbs./sq. in. gauge pressure.

4. Flammable liquids are subject to the following prohibitions and restrictions:

a. Liquids having a flash point below 100° F are totally prohibited. The flash point is the lowest temperature at which a potentially combustible liquid will ignite, when momentarily exposed to a source of heat.

b. Liquids having a flash point between 100° F and 200° F are admissible in quantities *not to exceed* one gallon per package, except as provided in (E) below.

c. Liquids having a flash point above 200° F are not restricted. However, the prescribed weight limit for the class of mail involved must be observed.

5. Liquid substances known as pyrophoric liquids which tend to be highly combustible when exposed to dry or moist air at a temperature of 130° F or below are prohibited.

6. Flammable solids which have a tendency to ignite and burn while being transported are prohibited. The potential causes of ignition include friction, absorption of moisture, spontaneous chemical change, and retained heat from processing and manufacturing. Among the items included under this prohibition are *matches of all types,* cellulose nitrate film and related products, zinc powder, and metallic magnesium.

7. Water reactive substances which become spontaneously flammable or emit flammable or toxic gases when combined with water are prohibited. These substances include zirconium hydride powder, metallic sodium, and metallic potassium.

8. Oxygen yielding substances (i.e., oxidizing agents), including compounds belonging to the chlorate, bromate, nitrate, perchlorate, and permanganate chemical groupings are prohibited.

9. Poisons and other toxic chemicals which can produce life threatening consequences if taken internally, absorbed through the skin, or inhaled are prohibited. This prohibition includes both Class A and Class B poisons.

10. Irritating liquids or solids which emit dangerous or irritating fumes when brought in contact with fire or exposed to the air (e.g., tear gas and chemical ammunition devices) are prohibited.

11. Corrosive Materials

a. Liquids such as nitric acid, battery fluids, and rust removers which have the potential to destroy or cause irreversible damage to skin tissue are prohibited.

b. Solids which become extremely corrosive when exposed to moisture (e.g., ammonium fluoride, calcium oxide, copper chloride, and solid sodium fluoride) are also prohibited.

12. Substances which have anesthetic, noxious, or toxic characteristics and can cause severe discomfort in the event of leakage (e.g., chloroform and formaldehyde) are prohibited.

13. Magnetic materials which have a field strength of 0.002 gauss or more at a distance of seven feet from their surface are prohibited. A gauss is a unit of measure for determining magnetic strength.

14. Substances such as liquid argon, gallium, and liquid helium whose inherent characteristics make them unsuitable for transport are prohibited.

15. Solid, liquid, and gaseous substances known as *polymers* are prohibited. These substances have a tendency to combine or react with themselves, thereby creating a dangerous evolution of gas or heat.

16. Perishable Biological Materials. Perishable biological materials, including pathogenic (infectious) substances, are admissible as postal union mail under the following circumstances:

a. They must be sent in the form of a registered airmail letter package.

b. They can only be mailed to those countries which have indicated a willingness to accept such items on either a reciprocal or a unilateral basis.

c. They can only be sent to or received by officially recognized laboratories which fall into one of the following institutional groupings:

(1) Laboratories of local, State, and Federal Government agencies.

(2) Laboratories of federally licensed manufacturers of biologic substances derived from bacteria and viruses.

(3) Laboratories affiliated with or operated by hospitals, universities, research facilities, and other teaching institutions.

(4) Private laboratories licensed, certified, recognized, or approved by a public authority.

17. Radioactive Materials. Shipments containing radioactive materials are admissible as postal union mail under the following circumstances:

a. They must be sent in the form of a registered airmail letter package.

b. They must comply with the exemption and packaging provisions of the International Atomic Energy Agency Regulations and the packaging specifications contained in Article 120 of the 1974 Universal Postal Union Convention.

c. They can only be sent to those countries which have indicated a will-

All Contracting Officers

Wage and Price Standards Compliance

Section 1-326 of Publication 41, *Postal Contracting Manual,* which implements the voluntary wage and price standards program provides that the names of companies determined not to be in compliance with the standards will be published in the BULLETIN for the convenience of contracting officers. See POSTAL BULLETIN 21179 (3–1–79). Effective April 28, 1980, the Council on Wage and Price Stability has determined that the following companies or groups are not in compliance with the wage and price standards:

Company	*Original Date Listed*
Ideal Basic Industries, Inc. Cement Division P.O. Box 8789 Denver, Colorado 80201	June 15, 1979
Northwestern Steel and Wire Co. 121 Wallace Street Sterling, Illinois 61081	July 24, 1979
Mason Contractors of Du Page County P.O. Box 129 Mount Prospect, Illinois 60056	July 24, 1979
American Hoechst Corporation Route 202–206 North Somerville, New Jersey 08876	Oct. 23, 1979
SCOA Industries, Inc. 155 East Broad Street Columbus, Ohio 43215	Oct. 23, 1979
National Electrical Contractors Association (Oregon-Columbia Chapter) 201 S.W. Arthur Street Portland, Oregon 97201	Oct. 23, 1979
The Eureka Company 1201 East Bell Street Bloomington, Illinois 61701	Nov. 27, 1979
Portland Association of Plumbing, Heating and Cooling Contractors (two noncomplying agreements) 0612 S.W. Idaho Portland, Oregon 97201	Nov. 27, 1979
Sheetmetal Association, Inc. c/o 3434 S.W. Water Avenue Portland, Oregon 97201	Nov. 27, 1979
San Diego Contracting Lathers Association 7855 Ostrow Street San Diego, CA 92111	Nov. 27, 1979
Gifford-Hill & Company, Inc. ("All other" compliance unit) 8435 Stimmons Freeway P.O. Box 47127 Dallas, Texas 75247	Dec. 27, 1979
Boston Distributors (a division of Cook United, Inc.) 16501 Rockside Road Cleveland, Ohio 44137	Jan. 21, 1980
National Gypsum Company 4100 First International Building Dallas, Texas 75270	Jan. 21, 1980
Crown Central Petroleum Corporation One North Charles P.O. Box 1168 Baltimore, Maryland 21203	March 25, 1980
Gust K. Newberg Company & Assoc. 2040 North Ashland Avenue Chicago, Illinois 60614	March 25, 1980
Mid-America Regional Bargaining Association 228 North LaSalle Street Chicago, Illinois 60601	March 25, 1980
Contractors, Association of Will and Grundy Counties 254½ Rusy Street Joliet, Illinois 60435	March 25, 1980
Residential Construction Employees Council 1010 Jorie Boulevard, Suite 112 Oak Brook, Illinois 60521	March 25, 1980
Koch Fuel, Inc. (a subsidiary of Koch Refining Co.) P.O. Box 31 Gloucester City, N.J. 08030	April 2, 1980
Church's Fried Chicken, Inc. P.O. Box BH001 San Antonio, Texas 78284	April 18, 1980
Monolith Portland Cement Co. P.O. Box 3303 Terminal Annex Suite 201 Glendale, California 91202	April 18, 1980

This list supersedes the list published in POSTAL BULLETIN 21232 (2–14–80).—*Procurement & Supply Dept., 5–22–80.*

Headquarters/Field Interchange

Applications are continuing to be accepted for the 1980 Headquarters/Field Interchange Program. All employees at grade 17 and above (excluding PCES executives) are eligible to apply.

The deadline for submitting applications to supervisors is June 2, 1980, for the field. For Headquarters employees the deadline is June 20. Opportunities for selection for temporary assignments are very good, so apply now, if you want to be considered for this year's program.

See POSTAL BULLETIN 21219 (11–15–79) for details on how to apply. —*Employee & Labor Relations Group, 5–22–80.*

MOD 2 Offices

Operations Analysis Report

Revised Form 3499, *Operations Analysis Report,* January 1980, is now available at area supply centers.

This form is used only by MOD 2 offices, and has been modified in accordance with approved PFY 1980 MOD changes to include reporting of SPLY PTPH and Clerk/Mailhandler hours. Send requisitions for the form to your area supply center, using established procedures. Upon receipt of the revised form, destroy remaining stock of the previous edition.—*Engineering & Technical Support Dept., 5–22–80.*

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ingness to accept such items on either a reciprocal or a unilateral basis.

d. Senders and recipients of radioactive materials must receive prior authorization from the appropriate regulatory authorities within their respective countries.

The procedural requirements included in this announcement will be reflected in the forthcoming *International Mail Manual* and in a future revision to Publication 52, *Acceptance of Hazardous or Perishable Articles.*—*Rates & Classification Dept., 5–22–80.*

Domestic First Flight Cachet

Eastern Air Lines has announced two new service routes beginning on July 2, 1980. The flights will provide round trip service between Atlanta, GA and El Paso, TX; and between Atlanta, GA and Las Vegas, NV.

Official cachet and philatelic treatment are outlined in 244.63, POSTAL OPERATIONS MANUAL.

To prepare and send covers for official philatelic treatment, follow these procedures:

1. Address all covers.
2. Applicable rate of postage per cover is 15 cents for the first ounce, 13 cents for each additional ounce up to 12 ounces.
3. Allow a clear space, 2½ by 2½ inches, on the lower portion of the envelope and to the left of the address, for the cachet.
4. Provide an additional clear space of 1½ inches to the left of the innermost stamp to permit a clear postmark.
5. Include in each envelope a uniform enclosure of the approximate thickness of a postal card to assure a good impression.
6. Enclose the prepared covers in another envelope and indicate segment desired by pencil notation in the upper right hand corners of the covers.
7. Mail the covers to reach the office applying the cachet no later than three days before the scheduled date of the flight.
8. Endorse the lower left corner of the outer envelope containing the covers with *First Flight Covers* for easy identification, and address as follows:

Cachets to be applied by	*Send covers to*
Atlanta City Post Office	Postmaster Federal Annex Atlanta, GA 30304
Atlanta Airport Mail Facility	Operations Manager Airport Mail Facility Hartsfield International Airport Atlanta, GA 30320
El Paso City Post Office	Postmaster Paisano Annex U.S. Postal Service El Paso, TX 79910
Las Vegas City Post Office	Postmaster Main Post Office Las Vegas, NV 89114

Covers bearing previous postmarks and those not prepared according to these instructions will not receive cachets or cancellations.

There will be a limit of 50 covers per customer per flight.—*Customer Service Dept., 5-22-80.*

Workers' Compensation Chargeback

Effective Accounting Period 8, the Workers' Compensation Chargeback System will be implemented. Through this system the workers' compensation payment will be charged to local offices at the management sectional center level. This charge will appear on the Postal Service financial report for the individual MSC on line 3N. The estimated future liability (accrual) for workers' compensation will continue to be charged to the servicewide account.

The objective of the chargeback system is to give visibility at the installation level to the costs of job related injuries. In addition, this will create a tool for holding local offices accountable for programs such as rehabilitation, and provide incentives to return employees to limited duty work, as well as provide motivation for safety improvements.

The lack of historical data makes it difficult for local offices to budget for workers' compensation costs. Therefore, initially the plan will be adjusted to equal the actual charges. When sufficient information is consistently available, normal budgetary procedures will be followed.—*Finance Dept., 5-22-80.*

INSURANCE CLAIMS MAY BE FILED AT ANY POST OFFICE, BRANCH, OR STATION. THEY DO NOT HAVE TO BE FILED AT THE OFFICE OF MAILING OR THE OFFICE OF ADDRESS

VACANT REGULAR RURAL ROUTES LISTING NO. 80–24

The vacant rural routes listed below will be posted for bid in accordance with the USPS–NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this POSTAL BULLETIN. Those rural carriers having special bidding rights as defined in the USPS–NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	* Route classification and evaluation	Route length
EASTERN REGION					
Maryland	Bowie	20715	01	55:12 (46K)	33.40
	Williamsport	21795	02	46:53 (43J)	35.70
New York	Fulton	13069	07	48:39 (45J)	43.40
	Oswego	13126	08	38:02 (38S)	35.50
Pennsylvania	Library	15129	06	35:27 (35H)	8.60
	Greensburg	15601	05	52:05 (43K)	39.00
	Mount Bethel	18343	01	54:23 (45K)	59.65
Virginia	Sutherland	23885	01	44:37 (45H)	65.50
	Martinsville	24112	01	50:12 (46J)	52.60
	Clintwood	24228	03	49:13 (41K)	58.10
	Danville	24541	07	46:09 (42J)	61.10
NORTHEAST REGION					
Massachusetts	Sandwich	02563	01	54:56 (46K)	39.45
Rhode Island	Tiverton	02878	01	46:30 (43J)	27.42
Maine	Kittery Point	03905	01	35:18 (35S)	22.90
Connecticut	Haddam	07438	01	43:35 (44H)	41.08
New York	Pine Plains	12567	01	43:11 (43H)	55.60
SOUTHERN REGION					
Alabama	Arab	35016	04	48:02 (44J)	48.80
	Pleasant Grove	35127	23	41:44 (42H)	23.45
Florida	Lake City	32055	08	44:09 (44H)	61.45
	Dunnellon	32630	06	46:47 (43J)	61.60
Georgia	Ringgold	30736	02	49:07 (45J)	68.50
	Eatonton	31024	04	51:00 (43K)	104.00
Louisiana	Minden	71055	01	48:49 (45S)	95.85
Mississippi	Brandon	39042	08	42:48 (43H)	94.85
	do	39042	09	42:41 (43H)	41.45
	Pinola	39149	01	40:32 (41S)	99.40
	Jackson	39208	12	38:12 (38S)	40.45
N. Carolina	Yadkinville	27055	03	52:55 (44K)	81.10
	Hickory	28601	01	53:12 (44K)	63.00
	Lenoir	28645	10	48:04 (44J)	55.00
	West Jefferson	28694	02	38:40 (39S)	61.00
Oklahoma	Chickasha	73018	02	42:50 (43H)	54.25
	Wakita	73771	01	35:32 (36S)	105.50
S. Carolina	Seneca	29678	04	53:58 (45K)	63.50
Tennessee	Hixson	37343	05	48:13 (44J)	91.55
	Lenoir City	37771	01	47:22 (43J)	55.55
	Knoxville	37901	35	36:46 (37H)	20.40
	Lawrenceburg	38464	05	48:13 (44J)	91.55
Texas	Sherman	75090	01	52:14 (44K)	83.60
	Kemp	75143	02	44:23 (44H)	82.05
	do	75143	03	44:50 (45H)	61.85
	Henderson	75652	07	37:02 (37S)	60.00
	Bon Wier	75928	01	37:19 (37S)	80.90
WESTERN REGION					
Arizona	Scottsdale	85251	02	52:33 (44K)	87.00
California	Sacramento	95823	08	41:08 (41H)	40.40
Colorado	Grand Junction	81501	06	50:40 (46J)	36.70

*The "Route Classification and Evaluation" published in this POSTAL BULLETIN may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

—Labor Relations Dept., 5–22–80.

POM Revision

Rural Routes—Relief Days

When relief days are authorized on heavy duty routes (K and J Routes), they should be granted on Saturday unless another day is desired by the carrier and is mutually agreeable to the postmaster and carrier. For J routes, the postmaster may schedule the relief day either the first or second Saturday of the pay period.

The POSTAL OPERATIONS MANUAL will be amended accordingly.*—Delivery Services Dept., 5–22–80.*

UNITED STATES POSTAL SERVICE
WASHINGTON, D.C. 20260
OFFICIAL BUSINESS

PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE, $300

U.S.MAIL

FIRST CLASS

Schedule. The Postal Bulletin is published every Thursday by the Directives and Forms Division of the U.S. Postal Service, Washington, DC 20260.

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For one time orders, send Form 7380 to the Eastern Area Supply Center.
To change quantity received, send Form 1286 to the Directives and Forms Division, giving justification.

21247

UNITED STATES POSTAL SERVICE

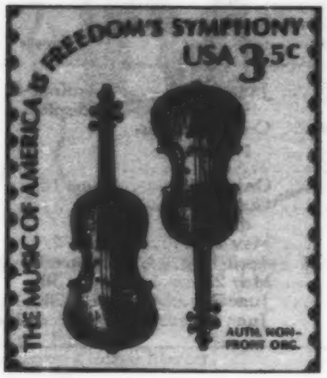
postal bulletin

PB 21247—May 29, 1980—12 Pages

3.5-Cent Regular Postage Stamp—Coil

Description. The 3.5-cent coil stamp will be first placed on sale at Williamsburg, PA 16693 on June 23, 1980. The design features two images of a Weaver violin manufactured in Washington, D.C., in the mid-1800's. This issue is primarily for use by authorized nonprofit organizations that hold permits for special bulk mailing.

Do Not Sell Before June 24, 1980


THE MUSIC OF AMERICA IS FREEDOM'S SYMPHONY
USA 3.5c
AUTH. NON-PROFIT ORG.

Copyright U.S. Postal Service 1980

Image area: 0.76 x 0.86 inches.
Issued in coils of 500 and 3,000.
Color: Purple on canary.
Designer: George Mercer.

Collectors. Request first-day cancellations from: 3.5¢ Nonprofit Stamp, Postmaster, Williamsburg, PA 16693. (See POM, section 244.43.) Enclose 16 cents for each cover. The Postal Service will affix a 3.5-cent coil stamp and a 12-cent Henry Ford stamp to cover the first class mailing rate. Orders must be postmarked by July 8, 1980. Nonprecanceled stamps will be available at the Philatelic Sales Branch, Washington, D.C. 20265, beginning June 24, 1980.

Supply. Post offices with 950 or more revenue units requiring this stamp in precanceled form should immediately submit requisitions Form 3356, Stamp Requisition-Bulk Quantities, to the Bureau of Engraving and Printing in accordance with Part 143, Domestic Mail Manual. Use item No. **737** for coils of 500, and **738** for coils of 3,000. All post offices with philatelic centers are to order sufficient quantities of the 3.5-cent stamp in precanceled and nonprecanceled form. To order precanceled stamps, enclose a memorandum with your requisitions stating the stamps are to be precanceled.

Nonprecanceled. The uncanceled version will only be sold at philatelic centers. Sales will be in increments of 10 only and, to obtain line pairs, collectors will have to purchase a minimum of 30 stamps.—*Customer Services Dept., 5–29–80.*

Parcels to Military Post Offices in Turkey

Many customers report that post offices are refusing to accept parcels addressed to military post offices in Turkey. POSTAL BULLETIN 21165 (11–23–78), announced that these parcels were acceptable. Pending a revision in the DOMESTIC MAIL MANUAL (DMM), the following instructions apply:

Both air and surface parcels addressed to military post offices in Turkey are acceptable. Affected New York APO numbers are:

09040	09133	09289	09324
09051	09224	09294	09338
09117	09254	09320	09380
09118			

Parcels will be subject to mailing restrictions indicated by footnotes A, B[1] and F in Part 125 of the DMM.—*Rates & Classification Dept., 5–29–80.*

Transfer Reimbursement

The Comptroller General has ruled that federal agencies that hire Postal Service employees are not authorized to pay relocation expenses for such employees. For relocation purposes Postal Service transferees are treated as new employees.

The Comptroller General's ruling does not affect the reimbursement of Postal Service employees for expenses incurred in connection with transfers from one postal installation to another, or the reimbursement of new employees hired by the Postal Service.—*Law Dept., 5–29–80.*

Treasury Department Checks

The Treasury Department has advised that June supplemental security income and VA compensation and pension checks are to be delivered on Friday, May 30. The envelopes for both of these payments will bear the following endorsement:

POSTMASTER: Requested Delivery Day is the 30th Day of the Month

Treasury has also advised that June Civil Service annuity, public debt interest and Railroad Retirement checks are to be delivered on June 2. These check envelopes will be endorsed as follows:

POSTMASTER: Requested Delivery Date is the 1st Day of the Month or the First Delivery Date thereafter

Postmasters and supervisors are asked to complete delivery of these checks on the dates specified above.—*Mail Processing Dept., 5–29–80.*

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NEWARK PUBLIC LIBRARY
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P1.3:

ELM Revision

Special Review Panel—Job Levels

Current procedures allow an employee to request a special review of the grade level of the position to which the employee is assigned (Special Review Panel). This policy is now broadened in Section 226 of the EMPLOYEE & LABOR RELATIONS MANUAL (ELM) to permit managers to request a review by the Special Review Panel if the manager believes that substantive information was overlooked in the initial review process. This will be incorporated in a future ELM revision.

226.1 Background Information

.11 A Special Review Panel at Headquarters reviews each case in which an employee in the EAS pay schedule or in which management requests a review due to a belief that substantive information was overlooked in the initial review process. The Special Review Panel is composed of at least three officials with the rank of department or office head (or equivalent), plus an executive secretary. No official may participate on a Panel hearing a case from the functional area to which the official is assigned.

.12 The Executive Secretary, a non-voting member of the Panel (a) processes the requests for Panel review, (b) sets up the Panel, (c) schedules the meetings, (d) compiles information necessary for decision-making, (e) maintains necessary liaison with the management associations and concerned Postal Service departments and offices, and (f) develops review responses to be sent to the employees.

226.2 Initiating Requests

.21 A request for Panel review must be filed within 60 calendar days after the date of mailing of the initial review decision by Compensation.

.22 Special Review Panel requests should be sent directly to:

Senior Assistant Postmaster General
Employee and Labor Relations Group
U.S. Postal Service (Room 9915)
Washington, D.C. 20260

.23 A copy of the initial review response, containing the case reference number, should be included with the request. If this is not possible, the case reference number must be provided. Any pertinent information not included in the initial request should also be provided.

.24 Any employee wishing to be represented by a postal management association should so designate on the Panel review request and send a copy of the request to the designated association. The designated association will furnish the Panel with a position paper as soon as possible after receipt of the copy of the employee's review request.

.25 The Special Review Panel meets as frequently as possible to review the pending requests. All decisions made by the Special Review Panel are final.

.26 The Office of Personnel Management does not process position classification (job evaluation) appeals for Postal Service employees.—*Employee Relations Dept., 5-29-80.*

Lobby Display Schedule for June

Displays in All Post Office Lobbies—All Classified Units

Posters, notices and signs mandatory for display in post office lobbies are listed in the POM 221.522. Other mandatory posters are listed below.

Title	*Issued*
Poster 74, *Packaging Pointers*	September 1978.
Notice (unnumbered) announcing implementation of Letter Mail Dimensional Standards and surcharge on July 15	May 1979.
Your Federal Lawmakers	August 1979.

Rotating Displays—All Classified Units (CAG A–G Offices)

The March schedule of lobby poster displays for post offices with 950 or more revenue units is listed in priority order below:

A=first priority, following mandatory displays; B=second priority, etc.

Priority	*Title*	*Poster No.*	*Post*	*Remove*
B	Winter Olympics Souvenir Folder	425	January 25	Continuous display.
A	6th Ed., Stamps & Stories	415	Continuous display.	
A	1979 Mint Set	422	do.	
A	Address the '80's	65	On receipt	June 13.
B	The Dollar of the Future		Continuous display.	
A	Collect the Spirit of America		May 19	June 2.
A	Moving?		April 1	September 29.
A	Emily Bissell		May 23	June 30.
A	Helen Keller/Anne Sullivan		June 20	July 28.
A	Gold Medallion (counter card)		June 16	When notified.

Specialized Program Displays

Using the same priority system, main post offices and classified stations and branches designated to offer specific service or participate in specialized programs will display the following items until notice is given to replace or remove them:

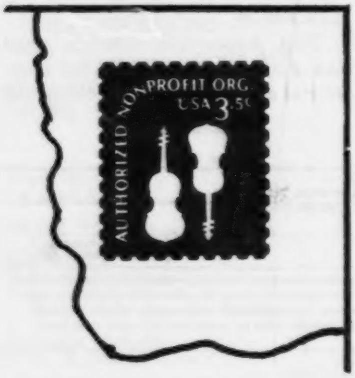
A	Clear Plastic Screenline Displays: '79 Mint Set; 6th Ed. Stamps & Stories; Collecting Kits; 1980 ZIP Code Directory; Collect the Spirit of America.
A	Poster 31–A (Feb. 1977) or 31–E (May 1978)—Spanish language editions of Posters 31–A & B available as 31–G & D respectively.

—Delivery Services Dept., 5-29-80.

3.5-Cent Precanceled Embossed Stamped Envelope

Description. The 3.5-cent precanceled embossed stamped envelope will be first placed on sale at Williamsburg, PA 16693, on June 23, 1980. The indicium repeats the violin images of the stamp design. The 3.5-cent denomination meets the new rate for nonprofit organization mailings which becomes effective July 6, 1980.

Do Not Sell Before June 24, 1980



Copyright U.S. Postal Service 1980

Sizes: 6¾—3⅝ x 6½ inches;
10—4⅛ x 9½ inches.
Color: Purple.
Designer: George Mercer.

This envelope will be available in sizes 6¾ and 10 regular and window and can be ordered through post offices with printed return addresses in minimum lots of 500.

Collectors. Request first-day cancellations from: 3.5-cent Envelope, Postmaster, Williamsburg, PA 16693. To eliminate the requirement for Postal Service personnel to apply return addresses, customers are requested to send self-addressed envelopes of an appropriate size or return address labels with their orders. Both sizes of return envelopes will be serviced, but unless size 10 is stipulated, the cancellation will be on size 6¾. Requests must be postmarked no later than July 8, 1980 with the remittance to cover the cost of 19 cents per envelope. In order to meet the First Class mailing rate, a 3.5-cent nonprofit coil stamp and an 8.4-cent bulk rate coil stamp will be affixed to the envelope.

Beginning June 24, 1980, the envelope will be available from the Philatelic Sales Branch, Washington, DC 20265 (a) at 7 cents each, or (b) in minimum box lots of 500. The box lot prices for 500 plain embossed stamped envelopes are:

6¾ regular—$22.00
6¾ window—$22.50
10 regular—$23.00
10 window—$23.50

Requisitions. All classes of post offices may submit requisitions for the 3.5-cent precanceled embossed stamped envelope to the U.S. Stamped Envelope Agency, Williamsburg, PA 16693. Orders will be filled as fast as production and distribution facilities permit.

Plain Envelopes. All post offices requiring the new 3.5-cent plain stamped envelope, regular and window, in minimum lots of 500 may submit Form 3205, *Requisition For Plain Stamped Envelopes,* to the U.S. Stamped Envelope Agency, Williamsburg, PA 16693, in accordance with the instructions in section 526, Fiscal Handbook F–1, *Financial Handbook for Post Offices.* Requisitions should be limited to a 3-accounting period supply.

Printed Stamped Envelopes. Postmasters may accept customers' requests for the precanceled stamped envelopes with printed return addresses. Orders must be for minimum lots of 500. Allow four weeks for delivery. No orders will be dispatched before June 23, 1980.

Selling Prices. Selling prices and item numbers for the 3.5-cent plain and printed stamped envelopes are shown in Exhibits A and B.—*Customer Services Dept., 5–29–80.*

Plain Stamped Envelopes

Style	Size	Denomination	Item No.	Prices	
				500	1,000
Regular	6¾	3.5	656	$22.00	$44.00
	10	3.5	156	23.00	46.00
Window	6¾	3.5	657	22.50	45.00
	10	3.5	157	23.50	47.00

EXHIBIT A

Plain Stamped Envelopes

Style	Size	Denomination	Item No.	Prices	
				500	1,000
Regular	6¾	3.5	656	$24.50	$49.00
	10	3.5	156	25.50	51.00
Window	6¾	3.5	657	25.00	50.00
	10	3.5	157	26.00	52.00

EXHIBIT B

Fueling City Delivery Vehicles

Due to the proliferation of commercial self-service stations and the installation of bulk fuel tanks at nonvehicle maintenance facilities, it will be necessary under certain conditions for delivery personnel to fuel vehicles. Effective immediately, section 841.3 of Handbook M–41, *City Delivery Carriers,* is amended to read:

> Have fuel, oil, and water replenished by garage or station attendant as scheduled. **However, you may be required to fuel vehicles at postal facilities having bulk fuel tanks (and no vehicle maintenance personnel on site), or at commercial self-service stations.**

In instances where delivery personnel are required to fuel vehicles, full time letter carriers and special delivery messengers will not be required to service the vehicles. Local management must establish a program which will ensure that oil and water are checked at least once a week and replenished if needed.—*Delivery Services Dept., 5–29–80.*

HANDICAP CODES

To conform with the reportable code requirements established by the Equal Employment Opportunity Commission, the Postal Service must collect the required data for input into the approved handicap designation code reporting system.

The collection and processing of this data must be handled with the utmost confidentiality. Only those with direct responsibility for gathering, monitoring and processing will have access to the material.

Responsible Officials

Officials responsible for the implementation and control of this one-time reporting program are: General Manager, Headquarters Personnel Division; Chief Postal Inspector; Regional General Managers of Employee Relations; Sectional Center Directors of Support or Employee and Labor Relations; Bulk Mail Center Directors of Support.

Data Collection

A. Computerized Reports. Two copies of computerized printouts generated by pay location and containing the name, social security number, occupation, handicap, sex, and employing facility of each handicapped employee known to be on the Postal Service rolls as of Pay Period 12, FY 1980, will be distributed to the responsible officials by Monday, June 16, 1980. They will then distribute one copy of the printout to the supervisor/manager of each pay location plus a Form 2567, *Identification of Physical/Mental Disability,* for each individual identified on the printout. Responsible officials must retain the second copy of the computerized reports to ensure that all pay locations have responded to the request for information.

B. Reporting

1. Supervisors/managers are responsible for the verification and accuracy of the revised handicap designation code reported for each of their handicapped employees. Information regarding handicapped individuals who do not appear on the computer printout will be identified at a later date. Do not add or delete names from the list.

2. The handicap designated on the printout is based on the current handicap identification system. Supervisors/managers must select the new handicap code which most appropriately describes the employee's impairment. If it is known that an individual is improperly coded on the printout, use the new code which is appropriate. If, however, the handicap is not known nor visually perceived, the supervisor must *not* select a code designation for a handicap. Questions regarding the validity of the handicap code are to be referred to the Medical Unit for verification. If the Medical Unit's review of the employee's medical record does not reveal the existence of a disabling impairment, use the number *01,* "Handicap Not Identified", as the applicable code. Do *not* question employees about their handicap status.

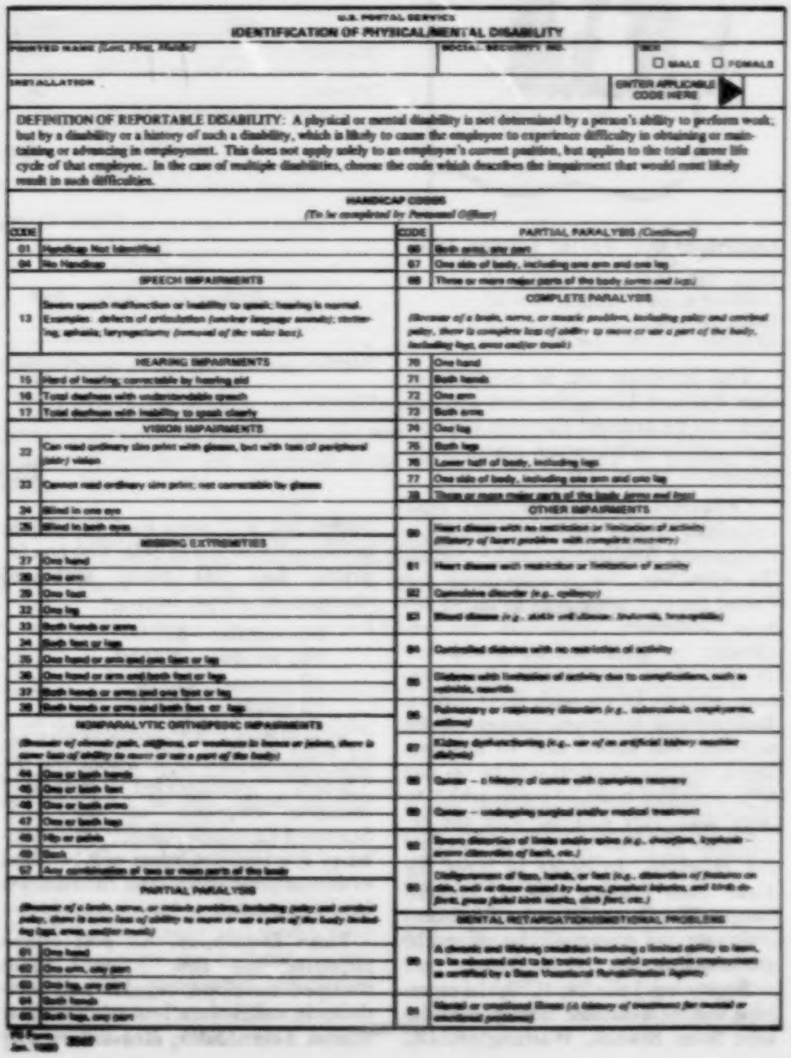
3. Complete the top portion of Form 2567 with the name, social security number, sex, and employing installation of the handicapped employee. Circle the reportable handicap code and enter the applicable code number where indicated.

4. After completing the Form 2567, and using the computerized printout as a checklist, be sure that all the listed employees are reported, and return all Forms 2567 to the responsible official. Do not copy, duplicate, or retain any of these records in any installation.

C. Review

1. The responsible officials must review each returned form for completeness and accuracy, checking the

Continued on p. 5



All Personnel Processing Mail for Dispatch Abroad

Foreign Order Notice 9

Keep all foreign order notices for use as reference.

A tentative *Lottery order* has been issued against:

CANADA

Richmond, B.C. V6X 2B9

New Account Dept. and
Coronet of Canada
#216-3631 No. 3 Road

Vancouver, B.C. V6B 3P8

Circulation Department
P.O. Box 2029 Main PO

Vancouver, B.C. V6B 4A9

Harrison Brokers
P.O. Box 5030

IRELAND

Dublin 6

James Downey
7 Aideen Avenue

Rathmines, Dublin, 6

Mary Moore
35 Beechwood Park

Stillorgan, Co. Dublin

Henrietta Murphy
61 Lr. Kilmacud Road

Howth, Co. Dublin

Mary O'Connell
19 St. Lawrence Tce

Mountmellick, Co. Laois

Miss Maureen Rowan
Derryhill

Navan Road, Dublin, 7

Mary MacCarthy
23 Villa Park Road

Limerick

Mrs. Esther O'Connor
25 Highfield

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to the Postmaster of New York, NY 10001, Attention: Claims, Inquiry and Undeliverable Mail, Room 4508. Do not place any endorsement on the mail pieces themselves.

Final Orders

Tentative *Lottery orders* against the following have become final:

IRELAND

Dublin 7

Mary Kelly
43 Old Cabra Road

Navan Road, Dublin 7

Violet Moore
23 Villa Park Road

Dublin 8

Sheila Moore
8 O'Donovan Road
South Circular Road

Newcastle, Galway

Mr. Patrick Foran
276 Corrib Park

Dunshaughlin Co. Meath

Mrs. Phil Caulfield
Gerrardstown

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all SCFs and designated International Exchange Offices.—*Judicial Officer, 5-29-80.*

Property Code Number Changes

Fiscal Handbook F-43, *Property Code Numbers,* was revised November 15, 1979 and provides space at the bottom of each page for temporarily recording new PCN additions, changes and deletions until the affected pages are reprinted. To keep the handbook current, make the following changes in each of the three sections: *PCN Numeric, Budget Index Code* (*BIC*) and *Alphabetical Sequence.*

Change Action	Class	BIC	Property Code No.	Commitment Account No.	Service Life	Description
Delete	A	1HJ	3069. 03	86531	10	Recorder Time/Att Proc Sys.
Addition	A	3TV	3771. 17	86533	10	Micro Camera/ Process/Monitor
"	A	3TV	3771. 18	86531	10	Micro Duplicator Processor
"	A	3TV	3771. 19	86531	10	Micro Duplicator Printer
"	A	1HY	3803. 04	86531	10	Mach Perforat Manual
"	A	3TY	3996. 01	86533	10	Badge Reader ATAP
"	A	3TY	3996. 02	86533	10	Clock Digital ATAP
"	A	3TY	3996. 03	86533	10	Computer Micro Processor ATAP
"	A	3TY	3996. 04	86533	10	Controller Micro Process ATAP
"	A	3TY	3996. 05	86533	10	Installation Cost ATAP

—*Finance Dept., 5-29-80.*

Correction

Foreign Order Notice 8

In Foreign Order Notice 8, POSTAL BULLETIN 21246, 5-22-80, the address was shown incorrectly. It should be:

Postmaster
New York, NY 10001
Attention: Claims, Inquiry and Undeliverable Mail, Room 4508

—*Judicial Officer, 5-29-80.*

Domestic Order

Lottery. Enforced by postmaster at city listed.

State/City	*Name Covered*
NJ, Perth Amboy 08861	Free Prizes 740 Catherine Street

—*Judicial Officer, 5-29-80.*

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computerized reports already in their possession to ensure that all identified employees from all pay locations have been reported.

2. After verification, District Office, Management Sectional Center and Bulk Mail Center officials only then submit completed Forms 2567 and both copies of the computerized reports to the General Manager of Employee Relations of their regional headquarters offices for collection and final review.

3. The Regional General Managers of Employee Relations, the Chief Postal Inspector and the General Manager of Headquarters Personnel Division must return all collected Forms 2567, marked "Restricted—Handicap" to the Office of EEO, U.S. Postal Service, Headquarters, Room 9660, Washington, DC 20260, no later than Friday, July 11, 1980. Copies of all computer printouts are to be destroyed.—*Employee Relations Dept., 5-29-80.*

POST OFFICE CHANGES NO. 19

(Supplemental to 1980 National ZIP Code and Post Office Directory.)

Abbreviations: B=Branch. C=City Delivery. Conv.=Converted. CPO=Community Post Office. Disc.=Discontinued. Estab.=Established. F=Finance. Fac.=Facility. I=Independent Post Office. IC=Independent City. MOU=Money Order Unit. MPO=Main Post Office. MR=Mailing Restrictions (from Part 125 DMM) apply. NP=Nonpersonnel. NZCD=National ZIP Code and Post Office Directory. P=Postal facility discontinued, name retained for address purposes. Resc.=Rescinded. S=Station. x=Classified. (Contract stations and branches do not have the symbol "x" following the symbol of type of installation.)

Symbols: (1)=Officially closed on date shown. Notice is for administrative record purposes. (2)=Officially established on date shown. Notice is for administrative record purposes. (3)=All services previously terminated. Date shown is official discontinued date for administrative purposes.

State	Name of post office	County/parish	Name of station, branch, or unit	Type S/B	ZIP Code	Change action	Effective date	Explanation of change
AK	Anchorage	Southcentral	Whittier	CPO	99501	Delete	6- 1-80	CPO ZIP Code changed.
AK	do	do	do	CPO	99693	Add	6- 1-80	
AZ	Mesa	Maricopa	Desert	Sx	85206	Add	7-29-80	Sx estab. (2)
CA	Wilmington	Los Angeles	Dominquez Hills	B	90747	Delete	3-14-80	Amend PB 21242. Correct name of B.
CA	do	do	do	B	90747	Add	3-14-80	
FL	Lecanto	Citrus	Beverly Hill	CPO	32665	Delete	5-10-80	CPO conv. to Sx. Retain ZIP Code.
FL	do	do	do	Sx	32665	Add	5-10-80	
KY	Barnetts Creek	Johnson		I	41202	Delete	6-30-80	PO disc. Change ZIP Code only. Continue address of Barnetts Creek, KY. (3)
KY	do	do		P	41256	Add	7- 1-80	
IN	Leipsic	Orange		I	47440	Delete	6-13-80	Amend PB 21244 to correct spelling.
IN	do	do		P	47452	Add	6-14-80	
MI	Grand Rapids	Kent	Rogers	B	49509	Add	5-21-80	B estab. (2)
NJ	South Branch	Somerset		I	08881	Delete	5-28-80	Amend PB 21242 to correct ZIP Code shown.
NJ	do	do		P	08876	Add	5-28-80	
NM	Toadlena	San Juan		I	87324	Delete	8- 8-80	PO conv. to CPO. Retain ZIP Code. (1)
NM	Gallup	do	Toadlena	CPO	87324	Add	8- 8-80	
NY	Seward	Schoharie		I	12190	Delete	6-30-80	PO disc. change ZIP Code only. Continue address of Seward, NY. (3)
NY	do	do		P	12043	Add	6-30-80	
NY	West Berne	Albany		I	12191	Delete	6-30-80	PO disc. change ZIP Code only. Continue address of West Berne, NY. (3)
NY	do	do		P	12023	Add	6-30-80	
MO	Kansas City	Jackson	Plaza	SX	64112	Add	5- 5-80	SX estab. (2)
MO	Sainte Genevieve	Sainte Genevieve	Lake Forest	CPO	63670	Delete	6-12-80	CPO disc. Retain ZIP Code. (1)
NC	Charlotte	Mecklenburg	Municipal Airport	S	28219	Delete	5-12-80	S conv. to SX. Retain ZIP Code.
NC	do	do	Airport	SX	28219	Add	5-12-80	
OH	Pataskala	Licking	Outville	CPO	43062	Delete	4-19-80	CPO disc. Retain ZIP Code. (1)
OH	Millersburg	Holmes	Benton	CPO	44654	Delete	8-31-79	CPO disc. Retain ZIP Code. (1)
TN	Knoxville	Knox	Concord	BX	37922	Delete	6- 1-80	BX name changed. Retain ZIP Code.
TN	do	do	Concord-Farragut	BX	37922	Add	6- 1-80	
VA	Bayford	Northampton		I	23305	Delete	7-11-80	PO disc. Change ZIP Code only. Continue address of Bayford, VA (1)
VA	do	do		P	23354	Add	7-12-80	
VA	Tye River	Nelson		I	22975	Delete	7-11-80	PO disc. Change ZIP Code only. Continue address of Tye River, VA. (1)
VA	do	do		P	22922	Add	7-12-80	
WV	Manheim	Preston		I	26403	Delete	7-11-80	PO disc. Change ZIP Code only. Continue address of Manheim, WV (1)
WV	do	do		P	26425	Add	7-12-80	

—Delivery Services Dept., 5-29-80.

GREEN SECURITY POUCHES MUST BE RETURNED TO CONCENTRATION POINTS—NOT STORED IN HAMPERS

VACANT REGULAR RURAL ROUTES LISTING NO. 80-25

The vacant rural routes listed below will be posted for bid in accordance with the USPS-NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this POSTAL BULLETIN. Those rural carriers having special bidding rights as defined in the USPS-NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
CENTRAL REGION					
Illinois	Richmond	60071	01	46:51 (42J)	58.95
	Gridley	61744	02	42:24 (42S)	98.19
	Elkville	62932	01	45:34 (46H)	107.37
	Leland	60531	01	30:12 (30S)	58.90
Indiana	Goshen	46526	07	46:06 (46H)	52.00
	Brookville	47012	03	42:50 (42H)	68.86
	Mitchell	47446	04	43:11 (43H)	91.30
Iowa	Osceola	50213	03	45:47 (46H)	118.15
	Cherokee	51012	01	40:11 (40S)	97.00
Kansas	Kingman	67068	03	34:07 (34S)	89.70
	Garfield	67529	01	29:44 (30S)	85.70
	Larned	67550	02	34:18 (34S)	94.50
Kentucky	Williamsburg	40769	04	35:02 (35S)	31.00
	Carrollton	41008	01	42:49 (43H)	70.76
	Williamstown	41097	01	49:54 (46H)	89.40
	Bowling Green	42101	02	45:40 (42J)	69.90
	do	42101	05	41:33 (42S)	88.75
	do	42101	10	45:09 (45H)	90.60
	Glasgow	42164	01	44:26 (44H)	71.05
Michigan	Wixom	48096	05	42:20 (42H)	9.40
	Freeport	49325	01	37:34 (38S)	63.75
	Petoskey	49770	04	47:45 (44J)	35.75
Minnesota	Jordan	55352	01	51:08 (43K)	83.95
	Hokah	55941	01	42:43 (43H)	97.10
Missouri	Memphis	63555	01	32:50 (33S)	89.20
	Carrollton	64633	05	43:29 (43H)	107.10
	Jasper	64755	02	39:56 (40S)	103.50
	Lamar	64759	04	44:31 (45H)	109.55
	Ash Grove	65604	02	47:05 (43J)	86.60
North Dakota	Sheyenne	58374	02	38:06 (38S)	117.55
	Litchville	58461	01	44:21 (44S)	134.20
	Bismarck	58501	01	54:18 (45K)	73.75
	Enderlin	58027	02	40:55 (41S)	118.70
	Grafton	58237	02	24:09 (24S)	52.70
Ohio	Grove City	43123	04	48:48 (41K)	51.85
	Chillicothe	45601	02	51:51 (43K)	98.90
	Fremont	43420	02	51:29 (43K)	71.15
	Goshen	45122	02	48:16 (44J)	49.00
Wisconsin	Monroe	53566	04	47:11 (43J)	86.55
	Spooner	54801	02	45:55 (46H)	85.70
EASTERN REGION					
Maryland	Sudlersville	21668	01	31:37 (32S)	58.55
New York	Ontario	14519	01	44:33 (45H)	26.80
Pennsylvania	Venus	16364	01	29:13 (30S)	57.61
	Corry	16407	03	46:10 (46H)	52.55
	Starrucca	18462	01	37:54 (38S)	89.10
	Meshoppen	18630	01	36:10 (36S)	66.60
Virginia	Fairfax	22030	15	39:43 (40H)	30.10
	Dolphin	23843	01	32:55 (33S)	69.60
NORTHEAST REGION					
New Hampshire	Manchester	03103	11	35:22 (35S)	19.00
Maine	West Baldwin	04091	01	39:23 (39S)	81.95
Vermont	Putney	05346	03	45:00 (45H)	61.14
New York	Ballston Spa	12020	01	69:25 (48K)	48.25
	Montgomery	12549	02	51:53 (43K)	54.95
SOUTHERN REGION					
Alabama	Grant	35747	02	46:29 (46H)	63.65
Georgia	Dacula	30211	02	44:19 (41J)	59.20
	Lawrenceville	30245	04	50:15 (42K)	48.75
	Sylvania	30467	06	42:28 (42S)	107.50
	Nicholls	31554	03	36:40 (36S)	96.06
	Valdosta	31601	09	45:28 (42J)	82.80
Louisiana	Hammond	70401	1	54:11 (45K)	65.00
	Welsh	70591	02	53:26 (44K)	118.00
	DeKalb	39328	02	37:25 (37S)	93.05
North Carolina	Seagrove	27341	2	53:52 (45K)	99.00
Oklahoma	Snyder	73566	01	40:06 (40S)	120.65
	Broken Arrow	74012	02	43:06 (43H)	42.95
South Carolina	Goose Creek	29445	03	34:45 (35H)	5.30
	Walterboro	29488	01	55:08 (46K)	93.70
	Darlington	29532	03	44:58 (45H)	75.10
Tennessee	Brentwood	37027	07	46:12 (46H)	26.66
	Union City	38261	04	43:09 (43H)	77.30
	Parsons	38363	02	47:51 (44J)	106.80
Texas	Missouri City	77459	10	45:06 (41J)	15.40
	Dayton	77535	04	47:24 (42J)	63.85
	Bryan	77801	05	41:57 (42S)	81.30
	do	77801	06	40:15 (40H)	26.40
	do	77801	07	50:40 (42K)	66.70
	do	77801	08	46:23 (43J)	53.55
	Cleveland	77327	07	42:56 (43H)	67.35
	Huntsville	77340	08	39:52 (40S)	46.90
	do	77340	09	41:14 (41H)	22.05
	Belton	76513	01	55:20 (46K)	43.40
	New Braunfels	78130	05	46:50 (43J)	68.35
	do	78130	07	42:54 (43H)	63.55
WESTERN REGION					
California	Chino	91710	02	48:23 (40K)	55.79
	Valley Center	92082	04	49:05 (41K)	60.17
	Indio	92201	01	43:36 (43H)	66.60
	Santa Paula	93060	02	45:51 (46H)	55.85
	Martines	94553	01	46:08 (42J)	34.60
	Oroville	95965	02	42:48 (43H)	62.24
	do	95965	03	43:26 (43H)	32.45
	do	95965	05	42:37 (43H)	69.15
	do	95965	06	43:00 (43H)	70.37
	do	95965	08	36:29 (36H)	42.53
Colorado	Aurora	80010	02	41:56 (42H)	59.40
	Monte Vista	81144	02	42:01 (42H)	76.60
	Craig	81625	01	37:31 (38S)	56.60
Idaho	Genesee	83832	01	26:59 (27S)	66.85
Nevada	Reno	89510	05	48:14 (40K)	22.45
Oregon	Roseburg	97470	02	53:24 (45K)	70.30
Washington	Ravensdale	98051	01	53:46 (45K)	61.55
	Kelso	98626	01	46:32 (42J)	41.98
	Richland	99352	04	53:25 (44K)	26.55

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*The "Route Classification and Evaluation" published in this POSTAL BULLETIN may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

—Labor Relations Dept., 5-29-80.

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Warning Notice—Unrecovered Stolen Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)

The following money orders are void and should not be cashed: (1) All card type orders. (2) New style orders 000,000,001—199,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, KIA OB1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21242 article.

200,400,512 to 0,600
200,467,313 to 7,500
201,328,601 to 9,300
201,963,699 to 3,800
201,980,250 to 0,299
202,545,957 to 6,000
207,218,569 to 8,600
208,872,242 to 2,257
209,190,001 to 5,000
210,301,801 to 2,000
210,835,285 to 5,300
210,935,633 to 5,700
212,900,201 to 0,300
213,345,001 to 5,100
213,504,865 to 5,000
216,823,954 to 4,000
217,621,979 to 2,100
217,622,401 to 2,800
218,660,066 to 0,700
219,494,026 to 4,130
219,692,001 to 2,100
224,126,989 to 7,100
226,781,246 to 1,400
226,073,655 to 3,700
227,129,004 to 9,400
227,564,701 to 4,800
229,000,595 to 0,600
229,083,686 to 3,700
229,428,120 to 8,300
230,004,990 to 5,200
230,143,701 to 4,000
231,387,001 to 7,500
234,067,232 to 7,300
235,833,783 to 3,800
237,386,845 to 7,000
238,758,669 to 8,730
239,162,130 to 2,200
239,863,796 to 3,870
239,864,826 to 4,900
240,362,301 to 2,600
241,535,801 to 6,000
242,545,470 to 5,800
242,917,801 to 8,000
243,920,027 to 0,100
244,343,084 to 3,100
244,583,557 to 3,600
245,740,589 to 0,600
245,767,347 to 7,400
247,636,179 to 6,200
247,649,190 to 9,200
247,760,081 to 0,100
250,442,960 to 3,000
252,160,301 to 0,393
252,494,635 to 4,700
253,094,279 to 4,400
253,181,800 to 1,900
253,641,268 to 1,300
254,680,851 to 0,900
259,412,918 to 2,954
261,707,201 to 7,400
261,766,701 to 6,800
262,740,206 to 0,300
263,414,901 to 5,800
264,474,080 to 4,300
266,472,561 to 2,860
268,746,401 to 6,500
270,677,679 to 7,696
272,291,501 to 1,600
274,450,824 to 0,900
274,873,716 to 4,100
275,288,303 to 8,700
278,286,361 to 6,400
278,737,201 to 7,300
278,846,365 to 6,600
282,204,343 to 4,700
282,909,819 to 9,900
284,943,445 to 3,500
285,397,992 to 8,400
286,837,601 to 7,900
288,349,047 to 9,500
288,657,574 to 7,600
291,853,923 to 3,969
295,946,650 to 6,661
296,077,001 to 7,053
296,077,201 to 7,300
297,173,660 to 3,900
297,213,342 to 3,500
297,444,801 to 5,500
297,700,501 to 0,700
298,072,101 to 2,600
299,902,655 to 2,700
305,253,101 to 3,600
306,165,495 to 5,500
306,698,463 to 8,500
306,933,345 to 3,400
307,200,601 to 1,000
307,806,061 to 6,100
310,917,957 to 8,100
310,956,020 to 6,200
311,577,901 to 8,100
311,994,658 to 4,700
314,162,132 to 2,200
315,105,301 to 5,500
315,788,118 to 8,140
317,630,301 to 0,400
321,087,737 to 7,800
321,272,306 to 2,400
321,489,229 to 9,300
322,180,820 to 1,000
323,294,360 to 4,400
323,296,838 to 6,856
323,297,695 to 7,730
323,485,231 to 5,240
323,997,101 to 7,400
326,023,246 to 3,300
328,436,401 to 6,500
331,892,798 to 3,000
332,069,432 to 9,500
336,646,801 to 7,300
336,661,265 to 1,500
336,825,701 to 7,000
336,909,925 to 0,000
337,395,212 to 5,300
338,038,706 to 8,800
338,891,701 to 2,200
339,519,801 to 9,900
339,735,184 to 5,200
340,711,001 to 3,000
341,462,701 to 2,900
343,703,708 to 3,900
343,760,901 to 1,000
343,945,919 to 5,940
344,536,201 to 6,400
344,821,230 to 1,297
344,854,601 to 4,700
345,299,801 to 9,900
345,986,501 to 6,600
347,238,201 to 8,300
347,975,946 to 5,959
348,086,296 to 6,300
348,190,501 to 0,900
349,779,757 to 9,800
351,452,949 to 3,000
351,490,001 to 0,600
353,461,741 to 1,800
355,360,601 to 1,000
357,010,401 to 0,500
357,339,409 to 9,455
358,180,401 to 0,600
359,269,750 to 9,790
359,547,122 to 7,150
359,790,481 to 0,540
359,791,901 to 1,920
359,994,676 to 4,700
361,201,906 to 2,100
363,463,501 to 4,500
363,475,801 to 6,100
363,496,901 to 7,000
365,301,401 to 1,500
374,988,860 to 8,880
375,079,981 to 80,030

MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices, including Inspection Service Forms 577, should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below). Destroy PB 21245 listing. **B. Old Style.** (Gray). **C. Counterfeit.** The listing from PB 21240 remains valid for both B. and C.

165 705 7000 to 7999
203 297 6000 to 7499
203 619 3700 to 3999
204 108 8000 to 9999
206 493 4600 to 4799
206 793 5600 to 6499
208 287 8700 to 8899
209 728 2600 to 3099
210 868 4500 to 4699
211 238 0459 to 0999
211 436 5608 to 5699
213 123 9827 to 9999
213 822 5800 to 6299
214 159 4800 to 4999
215 532 5100 to 5399
215 538 0200 to 0499
216 678 6072 to 6999
217 210 7100 to 7299
217 241 5400 to 5799
217 268 2574 to 2699
217 672 4200 to 4599
217 902 4181 to 4299
218 755 4591 to 4699
220 350 0000 to 0999
221 371 4600 to 4999
221 626 2100 to 2299
221 661 5318 to 5499
222 224 8100 to 8499
222 536 2000 to 2299
224 206 6395 to 6499
224 554 9830 to 0399
225 268 1655 to 1799
225 711 9700 to 9999
225 712 0000 to 0999
225 767 2000 to 2299
227 097 4600 to 4699
227 254 9800 to 0099
227 611 4000 to 4599
228 660 5976 to 5999
229 117 4866 to 4999
229 346 9900 to 9999
229 434 3500 to 3599
229 531 9700 to 9899
229 563 1918 to 1999
229 576 1732 to 1799
229 576 1800 to 1899
229 585 4570 to 4599
230 406 2975 to 2999
230 577 6515 to 6599
230 826 8683 to 8799
231 126 6475 to 6499
231 147 0883 to 1499
231 525 7893 to 7999
231 651 8280 to 8299
231 725 2789 to 2799
231 770 2751 to 2762
231 873 7928 to 7999
232 295 7249 to 7599
232 319 6535 to 6599
232 426 6620 to 6699
232 665 0292 to 0399
233 262 7907 to 7999
233 407 5872 to 5899
233 453 8902 to 8929
233 516 6100 to 6199
233 638 1200 to 1799
233 845 9000 to 9099
234 031 6456 to 6999
234 064 8437 to 8499
234 261 4500 to 4599
234 431 3655 to 3699
234 500 2944 to 2999
234 659 4000 to 4199
234 659 8700 to 8999
234 742 1948 to 1999
234 802 1060 to 1199
234 997 1000 to 1599
235 254 2060 to 2099
235 439 6181 to 6299
235 644 7061 to 7099
235 925 8767 to 8799
236 145 5082 to 5099
236 388 4842 to 5099
236 467 6573 to 6599
236 566 2555 to 2599
236 576 9520 to 9599
236 656 6422 to 6499
236 755 8000 to 8099
236 937 5803 to 5999
236 941 5400 to 5499
237 413 7500 to 7599
237 423 4111 to 4199
237 457 5600 to 5699
237 457 5800 to 5899
237 574 8657 to 8799
237 702 6823 to 6899
237 702 6921 to 6999
238 165 7700 to 7799
238 169 7587 to 7599
238 377 4508 to 4599
238 377 4607 to 4699
238 586 3100 to 3299
239 199 0700 to 1099
239 204 9916 to 9999
239 481 4728 to 4799
239 549 7116 to 7499
239 575 2000 to 2199
239 596 4800 to 4999
239 640 5708 to 5728
239 724 1489 to 1499
239 985 7000 to 7499
240 042 3151 to 3169
240 108 6501 to 6599
240 252 6400 to 6899
240 256 2900 to 3199
240 559 4363 to 4399
240 639 3561 to 3599
240 855 7000 to 7099
240 901 5900 to 5999
241 081 9274 to 9299
241 224 7209 to 7299
241 685 5124 to 5199
241 694 1800 to 1899
241 753 7766 to 7799
241 902 2600 to 2799
242 021 2262 to 2499
242 327 4984 to 4999
242 576 1609 to 1699
242 585 4155 to 4299
242 591 4500 to 4699
242 605 0000 to 0999
242 621 8314 to 8399
242 781 0789 to 0799
242 816 1337 to 1399
243 112 4109 to 4120
243 228 7200 to 7499
243 766 6730 to 6799
243 805 0000 to 0299
243 906 7800 to 8199
244 299 2000 to 2199
244 366 8800 to 8899
244 381 3024 to 3099
244 525 0719 to 0799
244 657 7700 to 7899
244 678 2333 to 2499
244 742 7748 to 7799
244 743 7100 to 7399
244 895 5575 to 5599
245 103 9300 to 9399
245 103 9400 to 9499
245 118 6754 to 6768
245 279 1420 to 1499
245 279 1510 to 1599
245 591 1626 to 1799
245 695 0346 to 0399
245 973 2677 to 2699
246 076 7300 to 7399
246 155 4048 to 4099
246 155 5000 to 5499
246 402 6511 to 6599
246 608 6300 to 6399
246 609 9545 to 9799
246 741 2082 to 2099
246 816 2600 to 2699
246 973 1372 to 1399
247 012 0500 to 0599
247 066 9300 to 9399
247 113 5635 to 5699
247 490 1960 to 1999
247 490 2086 to 2099
247 497 4000 to 4099
247 544 0200 to 0214
247 575 4400 to 4499
247 929 6417 to 6799
247 983 1511 to 1899
248 120 4322 to 4399
248 244 7246 to 7299
248 317 7624 to 7699
248 397 2163 to 2199
248 423 4864 to 4999
248 440 7916 to 7971
248 718 7317 to 7399
249 680 4872 to 4899
249 945 6900 to 6999
249 996 6000 to 6099
249 996 6300 to 6499
250 452 4971 to 4999
250 483 0600 to 0699
250 547 7046 to 7099
250 565 7029 to 7099
250 833 7200 to 7399
250 951 4340 to 4363
250 991 9778 to 9799
251 518 6281 to 6399
251 964 6056 to 6199
251 997 2913 to 2999
252 171 2041 to 2056
252 206 2101 to 2199
252 206 9532 to 9599
252 235 4400 to 4499
252 235 4581 to 4899
252 238 2299 to 2499
252 432 6988 to 6999
252 891 1159 to 1199
253 175 2670 to 2699
253 192 7311 to 7399
253 293 5931 to 5940
253 446 4033 to 4099
253 547 6013 to 6049
253 547 6054 to 6099
253 747 6924 to 6999
254 107 8590 to 8599
254 107 8913 to 8999
254 259 8867 to 8899
254 259 8951 to 9099
254 740 8408 to 8445
255 150 5300 to 5399
255 176 5373 to 5399
255 276 0949 to 0999
256 140 5400 to 5499
256 193 5100 to 5159
258 480 2600 to 2899
258 618 0254 to 0299
258 643 2765 to 2774
258 950 5217 to 5299
258 950 5433 to 5499
259 227 0000 to 1499
259 745 1300 to 1499
259 950 3053 to 3099
259 950 3300 to 3499
800 502 3000 to 3999
800 941 7900 to 7999
801 278 3600 to 3999
801 579 6056 to 6098
801 629 1900 to 1999
802 029 5199 to 8999
802 265 0575 to 1999
802 774 0000 to 4999

UNITED STATES POSTAL SERVICE
WASHINGTON, D.C. 20260
OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO AVOID PAYMENT OF POSTAGE, $300

U.S.MAIL

FIRST CLASS

Schedule. The Postal Bulletin is published every Thursday by the Directives and Forms Division of the U.S. Postal Service, Washington, DC 20260.

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U.S. Government Printing Office
Washington, DC 20402
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Subscription: $35, $8.75 additional for foreign mailing

Postal facilities:
For one time orders, send Form 7380 to the Eastern Area Supply Center.
To change quantity received, send Form 1286 to the Directives and Forms Division, giving justification.

21248

postal bulletin

PB 21248—June 5, 1980—12 Pages

Flag Day 1980

Saturday, June 14, is Flag Day. Throughout our nation, citizens will be flying the Stars and Stripes as a sign of their pride in their country.

I urge all postal employees to take part in this celebration by proudly displaying the flag at their homes. While there is always cause to be proud to be an American, I believe it is especially significant to "show our colors" on Flag Day, 1980, given the continued holding of American hostages in Iran and other international events. It is, in my view, an appropriate and dignified way to show our concern over the plight of our fellow countrymen and demonstrate our desire to see their safe return.

As employees of the Federal Government, all of us take pride in serving America. Let us all show our pride on Flag Day.

Wm. F. Bolger,
Postmaster General.

Registered Mail Packaging

The article in Postal Bulletin 21244 (5–8–80) with the above title contains closure procedures that are not applicable to the exterior of registered articles.

Closure by staples, heat shrinking, and pressure sensitive filament tape are recommended for interior containers to prevent rupturing of high density articles. These methods are not acceptable for exterior sealing.

Domestic Mail Manual (DMM) 911.32 details the sealing requirements for registered mail.—*Rates & Classification Dept., 6–5–80.*

1980 Census

Excerpts follow from a letter that Vincent P. Barabba, Director of the Bureau of the Census, sent to Postmaster General William F. Bolger. Mr. Bolger wants to share the letter with all postal employees who did such an outstanding job on the 1980 Census.

I am taking this opportunity to express our sincere appreciation to all members of the United States Postal Service (USPS) for the assistance and cooperation provided to the Bureau of the Census during all phases of the 1980 census. My special thanks go to you for your personal interest in the 1980 census particularly as reflected in your message to employees published in the March 20 Postal Bulletin.

The 1980 census mailing was the largest in our Nation's history. The Bureau is grateful to USPS for the expeditious and efficient manner in which the 86 million mailing pieces were transported, verified, processed, and delivered to households on delivery day, March 28, 1980. This was a team effort by USPS and the Census Bureau which was carried through successfully. A special debt of gratitude goes to members of your headquarters staff for their expertise, dedication, and assistance in helping to develop procedures and in solving problems which are inevitable in such a mass undertaking.—Office of the Postmaster General, 6–5–80.

Zone Charts

Zone charts will no longer be stocked at the Eastern Area Supply Center since requests are infrequent. The existing stock will be forwarded to the appropriate management sectional centers for storage and distribution to associate offices.

All requests for the printing of additional zone charts should be forwarded through the Management Sectional Centers to the General Manager, Special Services Division, Rates and Classification Department, USPS Headquarters, Washington, DC 20260.—*Rates & Classification Dept., 6–5–80.*

Claims—Registered, Insured, C.O.D.

Many post offices are sending Form 3812, *Request For Payment of Domestic Postal Insurance*, Form 1510–A, *Inquiry for the Loss or Rifling of Mail Matter*, and Form 565, *Registered Mail Inquiry for Delivery and/or Application for Indemnity*, to the St. Louis Postal Data Center by registered and certified mail. These services are not to be used unless specifically instructed, on an individual basis, by the St. Louis Postal Data Center.—*Rates & Classification Dept., 6–5–80.*

Form 7381—Requisition

A revised Form 7381, Requisition for Supplies, Services, or Equipment, December 1979, is now available at the supply centers. This revision supersedes the February 1978 form, and also Form 7373, *Equipment Requisition*, dated May 1976. Use the old forms until they are exhausted.—*Procurement & Supply Dept., 6–5–80.*

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U. S. GOVT. PUBS. DEPOSITORY 376

JUN 19 1980

NEWARK PUBLIC LIBRARY

P 1.3:

Political Mailings

To emphasize the subject, the following article is reprinted from POSTAL BULLETIN 21240 (4–10–80).

A. Mailing Period. Between now and the general election on November 4, 1980, the Postal Service will be called upon to accept and deliver numerous large political mailings. These mailings will be made by individual candidates, as well as by local, state, and national campaign organizations.

B. Informing Mailers

1. When dealing with potential mailers of political campaign material, Postal Service personnel should stress that mail must be deposited as early as possible before election day to ensure delivery before the election.

2. Experience shows that if all mailers are informed fully of postal requirements—and assured of equal and proper handling of their mailings—there will be no cause for criticism.

C. Mail Processing. All political campaign mailings must be processed promptly and delivered with equal care and attention.

1. Postmasters should be aware of potential campaign mailing activities in their areas, meet as necessary with candidates and committees to discuss general mailing plans, and inform them of proper postal procedures, especially for third-class bulk mailings.

2. Give immediate attention to any reported delay in the processing of such mail and document all such complaints and action taken.

D. Required Records. Detailed records provide the basis for a documented explanation of any complaints alleging improper handling of this mail. Thus, postmasters should make a record of each contact made with potential mailers of political campaign material and a general summary of the information provided to these mailers. In addition, postmasters must keep documented records of any political campaign mailings either deposited at their offices or received for delivery which were too late for delivery. At a minimum, each documented record should include:

1. Name of mailer.

2. Date and time received for dispatch.

3. Date and time received for delivery.

4. Approximate number of any pieces not delivered before primary or general election day, and the reasons why.

E. Disclosure of Information. Answer requests for information from Postal Service records concerning political mailings as provided in regulations implementing the Freedom of Information Act. For example, it is permissible to disclose mail volumes as shown on Form 3602, *Statement of Mailing Matter with Permit Imprints,* or the names of holders of particular permit imprint or postage meter permits. However, it is not permissible to disclose amounts in trust fund accounts or meter settings. Information which is not regularly compiled for Postal Service use should not be compiled in response to requests. In the event of uncertainty as to the disclosure of information concerning political mailings, regional counsel should be consulted.

F. References. For more details about political campaign mail, see Postal Operations Manual 454.—*Customer Services Dept., 6–5–80.*

Energy—Natural Gas

Under the Natural Gas Policy Act of 1978, an incremental price is being added to the natural gas bills of industrial facilities that burn more than 300,000 cu. ft. of natural gas per day as boiler fuel.

The increased cost became effective with the February 1980 billings.

By Federal Energy Regulatory Commission definition postal facilities cannot be classified as "industrial facilities." Payment of bills that contain the incremental price increases are not to be approved. Contact the utility company issuing the bill immediately and request a corrected bill.

The exception to the above is the Mail Equipment Centers. They do perform certain manufacturing functions as their primary operation, and if they exceed the 300,000 cu. ft. limit, are subject to the provisions of the act.—*Engineering & Technical Support Dept., 6–5–80.*

Form 2609

Offices which have received Form 2609, *Grievance Summary—Step 2,* January 1980, must destroy the forms. A new form with instructions will be issued with a later date.—*Labor Relations Dept., 6–5–80.*

Correction

Fueling City Delivery Vehicles

The following article from POSTAL BULLETIN 21247 (5–29–80) is reprinted here to add the words "and islands" at the end of the amended section.

Due to the proliferation of commercial self-service stations and the installation of bulk fuel tanks at nonvehicle maintenance facilities, it will be necessary under certain conditions for delivery personnel to fuel vehicles. Effective immediately, section 841.3 of Handbook M–41, *City Delivery Carriers,* is amended to read:

> Have fuel, oil, and water replenished by garage or station attendant as scheduled. **However, you may be required to fuel vehicles at postal facilities having bulk fuel tanks (and no vehicle maintenance personnel on site), or at commercial self-service stations and islands.**

In instances where delivery personnel are required to fuel vehicles, full time letter carriers and special delivery messengers will not be required to service the vehicles. Local management must establish a program which will ensure that oil and water are checked at least once a week and replenished if needed.—*Delivery Services Dept., 6–5–80.*

GET WITH THE
MILLIONS OF
AMERICANS WHO
HAVE FOUND U.S.
SAVINGS BONDS
A SOLID BASE FOR
THE FUTURE OF
THEIR FAMILIES

All Express Mail Acceptance Facilities

International Express Mail to Canada

Canadian postal authorities continue to report receipt of International Express Mail items containing dutiable articles. Employees accepting International Express Mail to Canada are reminded that merchandise and other items of value are *not* permitted in Express Mail shipments to Canada.—*Rates & Classification Dept., 6-5-80.*

Dual Panel Envelopes—Canada

Effective immediately, dual panel window envelopes are acceptable when mailed to Canada. Regulations in section 129.3 of the DOMESTIC MAIL MANUAL apply to dual panel window envelopes. The window for the addressee's address must be in the lower portion of the address side and the window for the sender's address must be in the upper left corner.

Open panel envelopes (single or dual) are not acceptable when mailed to Canada.—*Rates & Classification Dept., 6-5-80.*

International Mail—China and Taiwan

The abbreviated name "China" is an acceptable form for addressing mail to the People's Republic of China, and the name "Taiwan" should be used for sending items to Taiwan and its surrounding areas. Addressing mail to these locations is described in the following reprint from POSTAL BULLETIN 21196 (6-28-79):

People's Republic of China. Mainland China, Hainan Island, Manchuria, Inner Mongolia, and Tibet. Mail must be addressed to give either the full country name, People's Republic of China, or the short form, "China."

Taiwan. Formosa, Penghu (Pescadores), Quemoy (Kinmen), and Matsu Islands. Mailers sending items to these locations should be advised to show the destination as Taiwan.

The country name should be written in capital letters and must be the last item in the address.—*Rates & Classification Dept., 6-5-80.*

Money Orders—Conversion Rate, US-Canada

Effective immediately, the rate for money orders issued for payment in Canada is one US dollar equals 1.17 Canadian dollar.

U. S. CENTS	CANADIAN CENTS	U. S. CENTS	CANADIAN CENTS	U. S. DOLLARS	CANADIAN DOLLARS	U. S. DOLLARS	CANADIAN DOLLARS
01	.01	51	.60	1.00	1.17	51.00	59.67
02	.02	52	.61	2.00	2.34	52.00	60.84
03	.04	53	.62	3.00	3.51	53.00	62.01
04	.05	54	.63	4.00	4.68	54.00	63.18
05	.06	55	.64	5.00	5.85	55.00	64.35
06	.07	56	.66	6.00	7.02	56.00	65.52
07	.08	57	.67	7.00	8.19	57.00	66.69
08	.09	58	.68	8.00	9.36	58.00	67.86
09	.11	59	.69	9.00	10.53	59.00	69.03
10	.12	60	.70	10.00	11.70	60.00	70.20
11	.13	61	.71	11.00	12.87	61.00	71.37
12	.14	62	.73	12.00	14.04	62.00	72.54
13	.15	63	.74	13.00	15.21	63.00	73.71
14	.16	64	.75	14.00	16.38	64.00	74.88
15	.18	65	.76	15.00	17.55	65.00	76.05
16	.19	66	.77	16.00	18.72	66.00	77.22
17	.20	67	.78	17.00	19.89	67.00	78.39
18	.21	68	.80	18.00	21.06	68.00	79.56
19	.22	69	.81	19.00	22.23	69.00	80.73
20	.23	70	.82	20.00	23.40	70.00	81.90
21	.25	71	.83	21.00	24.57	71.00	83.07
22	.26	72	.84	22.00	25.74	72.00	84.24
23	.27	73	.85	23.00	26.91	73.00	85.41
24	.28	74	.87	24.00	28.08	74.00	86.58
25	.29	75	.88	25.00	29.25	75.00	87.75
26	.30	76	.89	26.00	30.42	76.00	88.92
27	.32	77	.90	27.00	31.59	77.00	90.09
28	.33	78	.91	28.00	32.76	78.00	91.26
29	.34	79	.92	29.00	33.93	79.00	92.43
30	.35	80	.94	30.00	35.10	80.00	93.60
31	.36	81	.95	31.00	36.27	81.00	94.77
32	.37	82	.96	32.00	37.44	82.00	95.94
33	.39	83	.97	33.00	38.61	83.00	97.11
34	.40	84	.98	34.00	39.78	84.00	98.28
35	.41	85	.99	35.00	40.95	85.00	99.45
36	.42	86	1.01	36.00	42.12	86.00	100.62
37	.43	87	1.02	37.00	43.29	87.00	101.79
38	.44	88	1.03	38.00	44.46	88.00	102.96
39	.46	89	1.04	39.00	45.63	89.00	104.13
40	.47	90	1.05	40.00	46.80	90.00	105.30
41	.48	91	1.06	41.00	47.97	91.00	106.47
42	.49	92	1.08	42.00	49.14	92.00	107.64
43	.50	93	1.09	43.00	50.31	93.00	108.81
44	.51	94	1.10	44.00	51.48	94.00	109.98
45	.53	95	1.11	45.00	52.65	95.00	111.15
46	.54	96	1.12	46.00	53.82	96.00	112.32
47	.55	97	1.13	47.00	54.99	97.00	113.49
48	.56	98	1.15	48.00	56.16	98.00	114.66
49	.57	99	1.16	49.00	57.33	99.00	115.83
50	.59			50.00	58.50	100.00	117.00
						200.00	234.00
						300.00	351.00
						400.00	468.00

—*Rates & Classification Dept., 6-5-80.*

WE HAVE MAILBAGS, MANY, 'TIS TRUE: BUT TO GET THEIR FULL USE DEPENDS SOLELY ON YOU.

DMM Revision

ABSENTEE BALLOTING MATERIALS

Public Law 95–593 was enacted on November 4, 1978. One purpose of the law was to improve the administration and operation of the Federal Voting Assistance Act of 1955 and the Overseas Citizens Voting Rights Act of 1975. In this connection, the following conforming revisions to Part 137 of the DOMESTIC MAIL MANUAL are in effect:

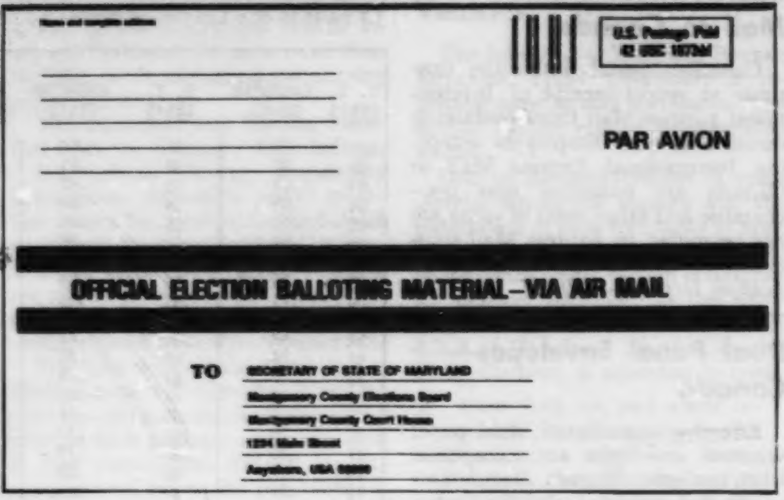

U.S. Postage Paid
42 USC 1973dd
PAR AVION
OFFICIAL ELECTION BALLOTING MATERIAL–VIA AIR MAIL
TO
SECRETARY OF STATE OF MARYLAND
Montgomery County Elections Board
Montgomery County Court House
1234 Main Street
Anywhere, USA

Exhibit 1

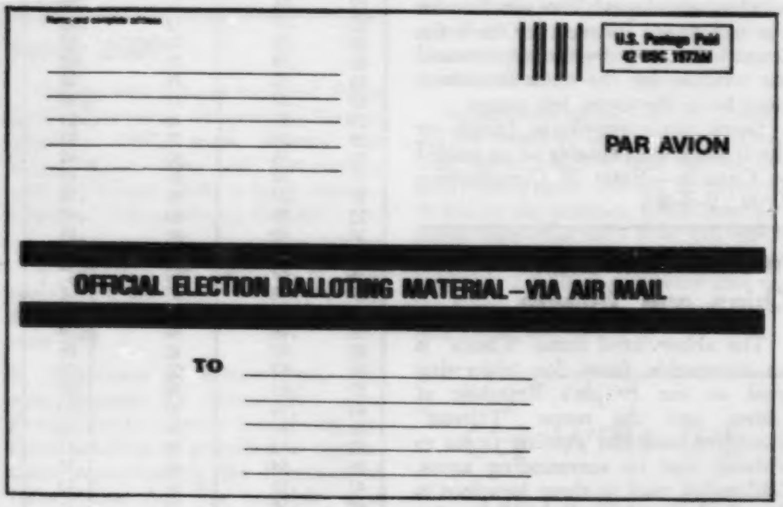


Exhibit 2

137.5 Absentee Balloting Materials

.51 *Purpose.* Balloting materials, consisting of post card applications, ballots, voting instructions, and envelopes, are sent through the mail without prepayment of postage to enable every person in any of the following categories to apply for registration and to vote by absentee ballot when absent from the place of voting residence and when otherwise eligible to vote absentee:

a. Members of the Armed Forces while in the active service and their spouses and dependents.

b. Members of the Merchant Marine of the United States and their spouses and dependents.

c. Citizens of the United States residing for a definite or indefinite time outside the territorial limits of the United States and the District of Columbia and their spouses and dependents when residing with or accompanying them. To be mailable free of postage, the balloting materials must be deposited at a United States Post Office, an overseas United States Military Post Office, or presented to an American Embassy.

.52 *Mailings Between Officials.* Balloting materials may be mailed between State and local election officials, individually or in bulk, without prepayment of postage. Packages of materials mailed in bulk must bear an address label complying with 137.541.

.53 *Elections Affected.* The materials may be sent for any general election of electors for President and Vice President or of Senators and Representatives in Congress and for other general, primary, and special elections.

.54 *Required Markings*

.541 Envelopes used to send balloting material and envelopes supplied for return of the ballot must have printed across the face two parallel horizontal red bars, each ¼ inch wide, extending from one side of the envelope to the other side, with an intervening space of ¼ inch, the top bar to be 1¼ inches from the top of the envelope, and the words "Official Election Balloting Material" or similar language as prescribed by State law, between the bars. There must be printed in the upper right corner of each envelope in a rectangular box the words "U.S. Postage Paid 42 USC 1973dd." All printing on the face must be in red with an appropriate inscription or blanks for return address of sender in the upper left corner. See Exhibit 1.

.542 The Federal post card application must be approximately 5 x 8 inches in size. The design shown in Exhibit 2 shall be printed in red ink on the address side of the card.

.543 Facing Identification Marks (FIM) must be printed on the address side in accordance with specifications in Publication 12, *United States Postal Service Instructions, Facing Identification Marks.* The shade of red ink identified as Pantone 193U will generally meet print reflectance needs (30 percent) when used on white or light colored paper stock. A darker shade of red ink will be needed on darker paper stock.—*Rates & Classification Dept., 6-5-80.*

Correction:

3.5-Cent Precanceled Embossed Stamped Envelope

Postal Bulletin 21247 (5-29-80) listed the wrong envelope size in Exhibits A and B of the above-titled article. The correct sizes are given in the exhibits below.

Plain Stamped Envelopes

Style	Size	Denomination	Item No.	Prices	
				500	1,000
Regular	6¾	3.5¢	656	$22.00	$44.00
	10	3.5¢	156	23.00	46.00
Window	6¾	3.5¢	657	22.50	45.00
	10	3.5¢	157	23.50	47.00

Exhibit A

Printed Stamped Envelopes

Style	Size	Denomination	Item No.	Prices	
				500	1,000
Regular	6¾	3.5¢	656	$24.50	$49.00
	10	3.5¢	156	25.50	51.00
Window	6¾	3.5¢	657	25.00	50.00
	10	3.5¢	157	26.00	52.00

Exhibit B

—*Customer Services Dept., 6-5-80.*

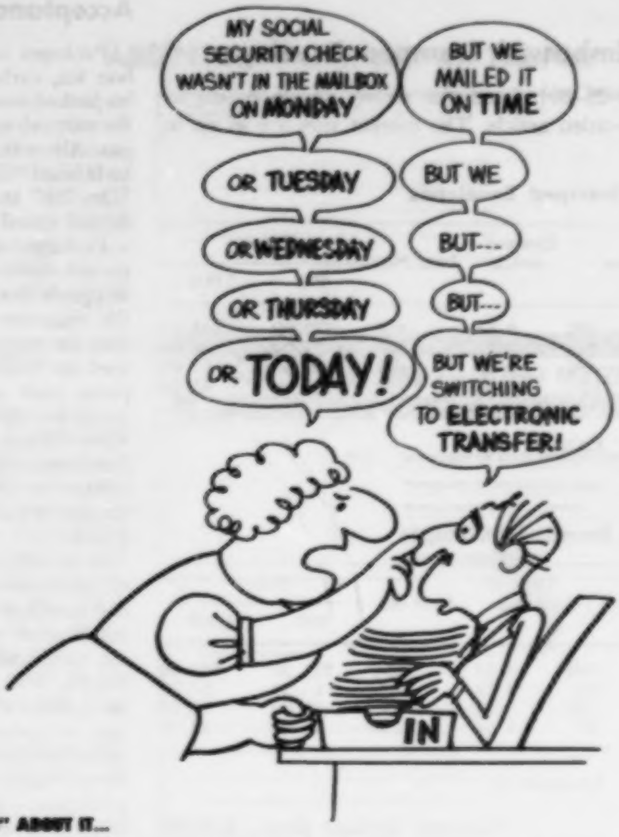
Acceptance of Dry Ice

Packages containing dry ice (carbon ice, carbon dioxide solid) must be packed in containers which permit the safe release of the carbon dioxide gas. All containers of dry ice should be labeled "Carbon Dioxide Solid" or "Dry Ice" and the net weight of the dry ice stated.

Packages of dry ice to be transported by air should also have a shipper's certificate attached unless the container is marked to indicate that the material being refrigerated is used for diagnostic or treatment purposes, such as frozen medical specimens. See 124.282b of the Domestic Mail Manual and Exhibit 231.2 of Publication 52, *Acceptance of Hazardous or Perishable Articles,* for specific requirements and additional guidance.

A recent Inspection Service audit of hazardous materials acceptance and handling indicated that improper marking of packages containing dry ice, specifically the absence of the net weight, is a major complaint of the air carriers. Failure to mark the packages as requested may lead to the refusal of the air carriers to transport the package, delaying delivery to the addressee.—*Rates & Classification Dept., 6-5-80.*

INDEMNITY CLAIMS FOR DAMAGE OR PARTIAL LOSS CAN BE FILED AT ANY POST OFFICE BY EITHER THE MAILER OR THE ADDRESSEE. CLAIMS FOR COMPLETE LOSS CAN ONLY BE FILED BY THE MAILER


MY SOCIAL SECURITY CHECK WASN'T IN THE MAILBOX ON MONDAY
BUT WE MAILED IT ON TIME
OR TUESDAY
BUT WE
OR WEDNESDAY
BUT...
OR THURSDAY
BUT...
OR TODAY!
BUT WE'RE SWITCHING TO ELECTRONIC TRANSFER!
IN

NO "BUTS" ABOUT IT...

If we don't deliver on time, there may not be a next time...

VACANT REGULAR RURAL ROUTES LISTING NO. 80-26

The vacant rural routes listed below will be posted for bid in accordance with the USPS-NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this POSTAL BULLETIN. Those rural carriers having special bidding rights as defined in the USPS-NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
CENTRAL REGION					
Illinois	Bartlett	[illegible]	04	42:15 (42S)	27.80
	Thomson	61285	01	34:19 (46K)	70.70
Indiana	Greenwood	46142	01	46:22 (42J)	68.15
	Richland	47634	01	45:36 (46H)	84.00
Iowa	Williamsburg	52361	03	41:04 (41S)	94.85
Kansas	Wamego	66547	02	51:07 (44K)	66.15
	Madison	66860	01	39:39 (38S)	125.70
Kentucky	Bedford	40006	01	35:00 (35S)	82.65
	Louisville	40299	16	42:01 (42H)	26.80
	Stanton	40380	01	41:09 (41S)	78.50
Michigan	Ypsilanti	48197	05	42:19 (42H)	8.20
	Buchanan	49107	01	45:25 (45H)	39.25
Minnesota	Hinckley	55037	01	34:08 (34S)	74.95
	Byron	55920	02	39:22 (40S)	71.10
Missouri	Holt	64048	02	41:42 (42H)	25.70
Nebraska	Axtell	68924	02	46:46 (46H)	108.25
Ohio	Zanesville	43701	12	38:06 (38S)	46.95
Wisconsin	Beaver Dam	53916	01	39:48 (39H)	28.30
	Shiocton	54170	01	51:20 (45J)	88.10
	Maribel	54227	01	41:31 (42H)	73.55
EASTERN REGION					
Pennsylvania	Centerville	16404	04	41:34 (41S)	64.90
	Equinunk	18417	01	35:37 (35S)	95.65
NORTHEAST REGION					
Massachusetts	Wilbraham	01095	03	49:39 (45J)	25.10
Connecticut	Norwich	06360	01	39:26 (45K)	32.50
SOUTHERN REGION					
Alabama	Rogersville	35652	04	34:56 (35S)	46.80
Florida	Jacksonville	32208	27	36:23 (37S)	47.10
	Marathon	33050	01	38:42 (39S)	40.82
Louisiana	Haughton	71037	06	45:12 (41J)	30.05
	Keithville	71047	04	37:47 (38S)	36.90
	Minden	71055	01	48:49 (45J)	95.85
	Shreveport	71106	11	41:32 (42H)	41.50
	do	71107	04	30:15 (30S)	45.85
	do	71107	09	30:06 (30S)	58.65
	do	71129	10	40:07 (40S)	66.85
Mississippi	Lambert	38643	01	31:19 (31S)	92.55
	Michigan City	38647	01	26:38 (27S)	60.90
North Carolina	Kernersville	27284	03	51:19 (43K)	35.50
	Greensboro	27420	08	50:47 (42K)	56.35
	Fayetteville	28302	16	41:37 (42H)	48.80
	Pembroke	28372	01	50:25 (46J)	67.80
	Wilmington	28401	10	44:17 (41J)	28.35
	do	28401	11	41:48 (42H)	26.10
Oklahoma	Erick	73645	01	37:17 (37S)	113.30
South Carolina	Ruby	29741	01	40:36 (41S)	89.00
Tennessee	Louisville	37777	02	49:45 (46J)	39.05
	Rockwood	37854	02	46:25 (46H)	48.40
Texas	Longview	75602	11	38:36 (39S)	46.25
	McGregor	76657	01	41:04 (41S)	90.60
	Yoakum	77995	03	50:16 (46J)	121.75
	Lubbock	79407	11	37:36 (38S)	27.15
	do	79407	05	42:53 (43S)	80.80

*The "Route Classification and Evaluation" published in this POSTAL BULLETIN may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

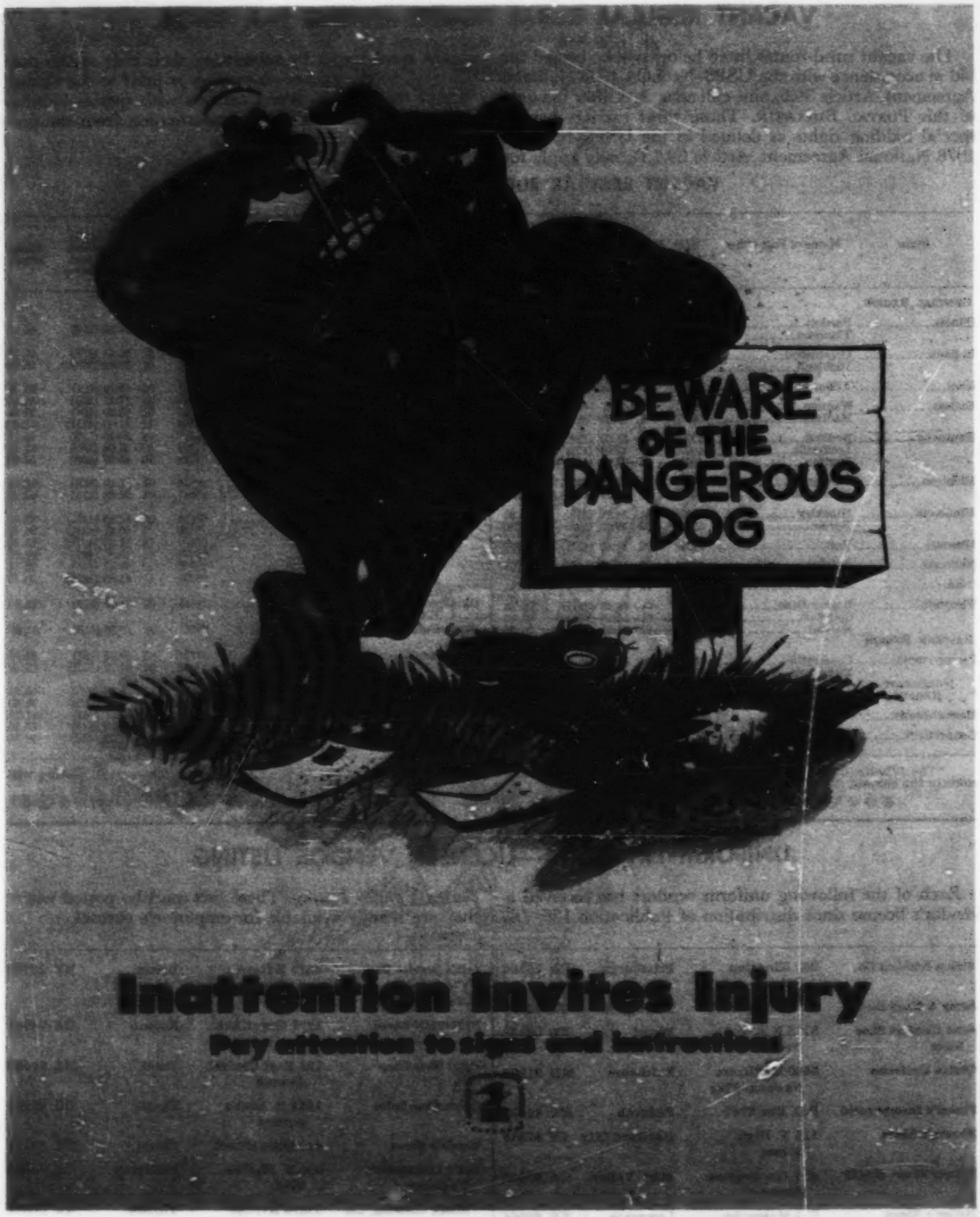
—*Labor Relations Dept., 6-5-80.*

UNIFORM PROGRAM—LICENSED VENDOR LISTING

Each of the following uniform vendors has received a vendor's license since distribution of Publication 136, *Licensed Vendor Listing*. These lists must be posted where they are readily available for employee's perusal.

Action Emblem Co.	**263 Kingston Drive**	**Pittsburgh**	**PA 15235**
Army & Navy Store	**528 Main Street**	**Torrington**	**CT 06790**
Arch Comfort Shoe Store	**8225 N.E. 2nd Avenue**	**Miami**	**FL 33138**
Centre Uniforms	**5460 Baltimore National Pike**	**Baltimore**	**MD 21228**
Fishel's Incorporated	**P.O. Box 2247**	**Paducah**	**KY 42001**
Henry's Shoes	**115 N. High Street**	**Hartford City**	**IN 47348**
Kinney Shoes #5422	**494 Los Angeles Avenue**	**Simi Valley**	**CA 93065**
McCoy's Shoes	**818 Massachusetts Street**	**Lawrence**	**KS 66044**
Oakwood Uniform Co.	**145 Windsor Avenue**	**Westmont**	**NJ 08108**
1-HR Service Dry Cleaning & Tailoring	**4311 Katonah Avenue**	**Bronx**	**NY 10740**
FED-FEN Shoes	**1127 Grant Avenue, Suite #6**	**Novato**	**CA 94947**
Petal Shoe Shop	**121 East Central Avenue**	**Petal**	**MS 39465**
Quick Shoe Sales	**1314 E. Evans Avenue**	**Pueblo**	**CO 81004**
Sandy's Shoes	**410 Main Street**	**Clovis**	**NM 88101**
Ron's Birkenstock Footwear	**500 N. Harbor Blvd.**	**Fullerton**	**CA 92632**
Villisca Clothing Co.	**Third Avenue**	**Villisca**	**IA 50864**
Wixel Company	**511 Greensboro Avenue**	**Tuscaloosa**	**AL 35401**

—*Labor Relations Dept., 6-5-80.*


BEWARE
OF THE
DANGEROUS
DOG
Inattention Invites Injury
Pay attention to signs and instructions

Warning Notice—Unrecovered Stolen Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)

The following money orders are void and should not be cashed: (1) All card type orders. (2) New style orders 000,000,001—199,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, KIA OB1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21247 article.

200,400,512 to 0,600
200,467,313 to 7,500
201,328,601 to 9,300
201,963,699 to 3,800
201,980,250 to 0,299
202,545,957 to 6,000
207,218,569 to 8,600
208,872,242 to 2,257
209,190,001 to 5,000
210,301,801 to 2,000
210,835,285 to 5,300
210,935,633 to 5,700
212,900,201 to 0,300
213,345,001 to 5,100
213,504,865 to 5,000
216,823,954 to 4,000
217,621,979 to 2,100
217,622,401 to 2,800
218,660,066 to 0,700
219,494,026 to 4,130
219,692,001 to 2,100
224,126,989 to 7,100
226,781,246 to 1,400
226,073,655 to 3,700
227,129,004 to 9,400
227,564,701 to 4,800
229,000,595 to 0,600
229,083,686 to 3,700
229,428,120 to 8,300
230,004,990 to 5,200
230,143,701 to 4,000
231,387,001 to 7,500
234,067,232 to 7,300
235,833,783 to 3,800
237,386,845 to 7,000
238,758,669 to 8,730
239,162,130 to 2,200
239,863,796 to 3,870
239,864,826 to 4,900
240,362,301 to 2,600
241,535,801 to 6,000
242,545,470 to 5,800
242,917,801 to 8,000
243,920,027 to 0,100
244,343,084 to 3,100
244,583,557 to 3,600
245,740,589 to 0,600
245,767,347 to 7,400
247,636,179 to 6,200
247,649,190 to 9,200
247,760,081 to 0,100
250,442,960 to 3,000
252,160,301 to 0,393
252,494,635 to 4,700
253,094,279 to 4,400
253,181,800 to 1,900
253,641,268 to 1,300
254,680,851 to 0,900
259,412,918 to 2,954
261,707,201 to 7,400
261,766,701 to 6,800
262,740,206 to 0,300
263,414,901 to 5,800
264,474,080 to 4,300
266,472,561 to 2,860
268,746,401 to 6,500
270,677,679 to 7,696
272,291,501 to 1,600
274,450,824 to 0,900
274,873,716 to 4,100
275,288,303 to 8,700
278,286,361 to 6,400
278,737,201 to 7,300
278,846,365 to 6,600
282,204,343 to 4,700
282,909,819 to 9,900
284,943,445 to 3,500
285,397,992 to 8,400
286,837,601 to 7,900
288,349,047 to 9,500
288,657,574 to 7,600
291,853,923 to 3,969
295,946,650 to 6,661
296,077,001 to 7,053
296,077,201 to 7,300
297,173,660 to 3,900
297,213,342 to 3,500
297,444,801 to 5,500
297,700,501 to 0,700
298,072,101 to 2,600
299,902,655 to 2,700
305,253,101 to 3,600
306,165,495 to 5,500
306,698,463 to 8,500
306,933,345 to 3,400
307,200,601 to 1,000
307,806,061 to 6,100
310,917,957 to 8,100
310,956,020 to 6,200
311,577,901 to 8,100
311,994,658 to 4,700
314,162,132 to 2,200
315,105,301 to 5,500
315,788,118 to 8,140
317,630,301 to 0,400
321,087,737 to 7,800
321,272,306 to 2,400
321,489,229 to 9,300
322,180,820 to 1,000
323,294,360 to 4,400
323,296,838 to 6,856
323,297,695 to 7,730
323,485,231 to 5,240
323,997,101 to 7,400
326,023,246 to 3,300
328,436,401 to 6,500
331,892,798 to 3,000
332,069,432 to 9,500
336,646,801 to 7,300
336,661,265 to 1,500
336,825,701 to 7,000
336,909,925 to 0,000
337,395,212 to 5,300
338,038,706 to 8,800
338,891,701 to 2,200
339,519,801 to 9,900
339,735,184 to 5,200
340,711,001 to 3,000
341,462,701 to 2,900
343,703,708 to 3,900
343,760,901 to 1,000
343,945,919 to 5,940
344,536,201 to 6,400
344,821,230 to 1,297
344,854,601 to 4,700
345,299,801 to 9,900
345,986,501 to 6,600
347,238,201 to 8,300
347,975,946 to 5,959
348,086,296 to 6,300
348,190,501 to 0,900
349,779,757 to 9,800
351,452,949 to 3,000
351,490,001 to 0,600
353,461,741 to 1,800
355,360,601 to 1,000
357,010,401 to 0,500
357,339,409 to 9,455
358,180,401 to 0,600
359,269,750 to 9,790
359,547,122 to 7,150
359,790,481 to 0,540
359,791,901 to 1,920
359,994,676 to 4,700
361,201,906 to 2,100
363,463,501 to 4,500
363,475,801 to 6,100
363,496,901 to 7,000
363,794,701 to 5,200
365,301,401 to 1,500
374,988,860 to 8,880
375,079,981 to 80,030

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MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices, including Inspection Service Forms 577, should be destroyed when the numbers listed appear in the Postal Bulletin. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below). Destroy PB 21247 listing. **B. Old Style.** (Gray). **C. Counterfeit.** The listing from PB 21240 remains valid for both B. and C.

165 705 7000 to 7999
206 493 4600 to 4799
206 793 5600 to 6499
208 287 8700 to 8899
209 728 2600 to 3099
210 868 4500 to 4699
211 238 0459 to 0999
211 436 5608 to 5699
213 123 9827 to 9999
213 822 5800 to 6299
214 159 4800 to 4999
215 532 5100 to 5399
215 538 0200 to 0499
216 678 6072 to 6999
217 210 7100 to 7299
217 241 5400 to 5799
217 268 2574 to 2699
217 672 4200 to 4599
217 902 4181 to 4299
218 755 4591 to 4699
220 350 0000 to 0999
221 371 4600 to 4999
221 626 2100 to 2299
221 661 5318 to 5499
222 224 8100 to 8499
222 536 2000 to 2299
224 206 6395 to 6499
224 554 9830 to 0399
225 268 1655 to 1799
225 711 9700 to 9999
225 712 0000 to 0999
225 767 2000 to 2299
227 097 4600 to 4699
227 254 9800 to 0099
227 611 4000 to 4599
228 660 5976 to 5999
229 117 4866 to 4999
229 346 9900 to 9999
229 434 3500 to 3599
229 531 9700 to 9899
229 563 1918 to 1999
229 576 1732 to 1799
229 576 1800 to 1899
229 585 4570 to 4599
230 406 2975 to 2999
230 577 6515 to 6599
230 826 8683 to 8799
231 126 6475 to 6499
231 147 0883 to 1499
231 525 7893 to 7999
231 651 8280 to 8299
231 725 2789 to 2799
231 770 2751 to 2762
231 873 7928 to 7999
232 295 7249 to 7599
232 319 6535 to 6599
232 426 6620 to 6699
232 665 0292 to 0399
233 262 7907 to 7999
233 407 5872 to 5899
233 453 8902 to 8929
233 516 6100 to 6199
233 638 1200 to 1799
233 845 9000 to 9099
234 031 6456 to 6999
234 064 8437 to 8499
234 261 4500 to 4599
234 431 3655 to 3699
234 500 2944 to 2999
234 659 4000 to 4199
234 659 8700 to 8999
234 742 1948 to 1999
234 802 1060 to 1199
234 997 1000 to 1599
235 254 2060 to 2099
235 439 6181 to 6299
235 644 7061 to 7099
235 925 8767 to 8799
236 145 5082 to 5099
236 388 4842 to 5099
236 467 6573 to 6599
236 566 2555 to 2599
236 576 9520 to 9599
236 656 6422 to 6499
236 755 8000 to 8099
236 937 5803 to 5999
236 941 5400 to 5499
237 413 7500 to 7599
237 423 4111 to 4199
237 457 5600 to 5699
237 457 5800 to 5899
237 574 8657 to 8799
237 702 6823 to 6899
237 702 6921 to 6999
238 165 7700 to 7799
238 169 7587 to 7599
238 377 4508 to 4599
238 377 4607 to 4699
238 586 3100 to 3299
239 199 0700 to 1099
239 204 9916 to 9999
239 481 4728 to 4799
239 549 7116 to 7499
239 575 2000 to 2199
239 596 4800 to 4999
239 640 5708 to 5728
239 724 1489 to 1499
239 985 7000 to 7499
240 042 3151 to 3169
240 108 6501 to 6599
240 252 6400 to 6899
240 256 2900 to 3199
240 559 4363 to 4399
240 639 3561 to 3599
240 855 7000 to 7099
240 901 5900 to 5999
241 081 9274 to 9299
241 224 7209 to 7299
241 685 5124 to 5199
241 694 1800 to 1899
241 753 7766 to 7799
241 902 2600 to 2799
242 021 2262 to 2499
242 327 4984 to 4999
242 576 1609 to 1699
242 585 4155 to 4299
242 591 4500 to 4699
242 605 0000 to 0999
242 621 8314 to 8399
242 781 0789 to 0799
242 816 1337 to 1399
243 112 4109 to 4120
243 228 7200 to 7499
243 766 6730 to 6799
243 805 0000 to 0299
243 906 7800 to 8199
244 299 2000 to 2199
244 366 8800 to 8899
244 381 3024 to 3099
244 525 0719 to 0799
244 657 7700 to 7899
244 678 2333 to 2499
244 742 7748 to 7799
244 743 7100 to 7399
244 895 5575 to 5599
245 103 9300 to 9399
245 103 9400 to 9499
245 118 6754 to 6768
245 279 1420 to 1499
245 279 1510 to 1599
245 591 1626 to 1799
245 695 0346 to 0399
245 973 2677 to 2699
246 076 7300 to 7399
246 155 4048 to 4099
246 155 5000 to 5499
246 402 6511 to 6599
246 608 6300 to 6399
246 609 9545 to 9799
246 741 2082 to 2099
246 816 2600 to 2699
246 973 1372 to 1399
247 012 0500 to 0599
247 066 9300 to 9399
247 086 4200 to 4299
247 113 5635 to 5699
247 490 1960 to 1999
247 490 2086 to 2099
247 497 4000 to 4099
247 544 0200 to 0214
247 575 4400 to 4499
247 929 6417 to 6799
247 983 1511 to 1899
248 120 4322 to 4399
248 244 7246 to 7299
248 317 7624 to 7699
248 397 2163 to 2199
248 423 4864 to 4999
248 440 7916 to 7971
248 718 7317 to 7399
249 680 4872 to 4899
249 945 6900 to 6999
249 996 6000 to 6099
249 996 6300 to 6499
250 452 4971 to 4999
250 483 0600 to 0699
250 547 7046 to 7099
250 565 7029 to 7099
250 833 7200 to 7399
250 951 4340 to 4363
250 991 9778 to 9799
251 518 6281 to 6399
251 964 6056 to 6199
251 997 2913 to 2999
252 171 2041 to 2056
252 206 2101 to 2199
252 206 9532 to 9599
252 235 4400 to 4499
252 235 4581 to 4899
252 238 2299 to 2399
252 432 6988 to 6999
252 891 1159 to 1199
253 175 2670 to 2699
253 192 7311 to 7399
253 293 5931 to 5940
253 446 4033 to 4099
253 547 6013 to 6049
253 547 6054 to 6099
253 747 6924 to 6999
254 107 8590 to 8599
254 107 8913 to 8999
254 259 8867 to 8899
254 259 8951 to 9099
254 740 8408 to 8445
255 150 5300 to 5399
255 176 5373 to 5399
255 276 0949 to 0999
255 857 4749 to 4799
256 140 5400 to 5499
256 193 5100 to 5159
258 480 2600 to 2899
258 618 0254 to 0299
258 643 2765 to 2774
258 950 5217 to 5299
258 950 5433 to 5499
259 227 0000 to 1499
259 745 1300 to 1499
259 950 3053 to 3099
259 950 3300 to 3499
260 479 3500 to 3599
800 502 3000 to 3999
800 941 7900 to 7999
801 278 3600 to 3999
801 579 6056 to 6098
801 629 1900 to 1999
802 029 5199 to 8999
802 265 0575 to 1999
802 774 0000 to 4999

UNITED STATES POSTAL SERVICE
WASHINGTON, D.C. 20260
OFFICIAL BUSINESS

PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE, $300

FIRST CLASS

Schedule. The Postal Bulletin is published every Thursday by the Directives and Forms Division of the U.S. Postal Service, Washington, DC 20260.

Distribution. The Bulletin is received by all postal facilities.

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Index. A quarterly index of Bulletin articles appears early in the months of January, April, July, and October.

Orders.

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Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402
Single copy: 70 cents
Subscription: $35, $8.75 additional for foreign mailing

Postal facilities:
For one time orders, send Form 7380 to the Eastern Area Supply Center.
To change quantity received, send Form 1286 to the Directives and Forms Division, giving justification.

21249

UNITED STATES POSTAL SERVICE U.S.MAIL

postal bulletin

PB 21249—June 12, 1980—12 Pages

Expanded ZIP Code Program

In September 1978, at National Postal Forum XII, we announced our program to expand the 5-digit ZIP Code to 9 digits. Since that time, Headquarters and field staff have proceeded on a tight schedule of preparing rules, procedures, and necessary data input and retrieval programs preparatory to the task of coding the entire nation with the Expanded ZIP Code. This planning has included field testing at selected cities to assure that the procedures developed will be applicable to the many situations that will be experienced in the total field coding effort.

We are now moving into the full coding stage in the application of the Expanded ZIP Code to every post office and delivery unit. This is a massive effort which will require the full knowledge, experience and close attention of all concerned to assure that we apply the expanded code in a proper and professional manner. We may expect that the results of this effort will be highly visible to all of those we serve.

The Expanded ZIP Code will serve as a nationwide data base for the application of advanced technology in the mechanized and automated processing of mail. Successful implementation of the Expanded ZIP Code and deployment of a nationwide read/code/sort system is important to your future and the future of the Postal Service. I ask that each of you give this program your full cooperation to meet our stated objective of having the entire nation coded with the Expanded ZIP by February 1981.

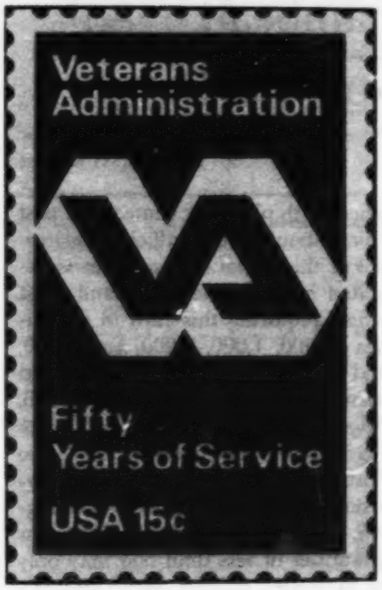
WFBolger

William F. Bolger

15-Cent Veterans Administration Commemorative Stamp

Description. The 15-cent Veterans Administration commemorative stamp will be first placed on sale at Washington, DC 20013, on July 21, 1980. The design commemorates the 50th anniversary of the founding of the Veterans Administration. This is the third stamp to be printed privately under the terms of a contract awarded by the Postal Service in 1978.

Do Not Sell Before July 22, 1980



Copyright U.S. Postal Service 1980

Size: 0.84 x 1.44 inches.
Issued in sheets of 50.
Colors: Red and blue.
Marginal markings: Two plate numbers (preceded by the letter A). © United States Postal Service 1980. Use correct ZIP Code, and Mr. ZIP.®
Designer: Malcolm Grear.

Collectors. First-day cover cancellations may be obtained by one of the following methods:

a. Customers Affixing Stamps. Customers are encouraged to purchase stamps at post offices and affix them to their envelopes. All envelopes

Continued on p. 2

All Post Offices
DMM Revision

Second-Class Publications

Sections 422.1 and 444.1, Domestic Mail Manual, are amended, effective immediately, to allow the use of revised Form 3510 which provides for either an additional entry or a reentry application for second-class publications.

All Forms 3510 dated earlier than February 1980 are to be destroyed.

The February 1980 Form 3510 will be sent to all mail classification centers. Post offices should contact their mail classification centers for needed supplies. The supply centers will stock the new forms later in the year.

Section 444.1 is amended to change the title of Form 3510 to *Application for Additional Entry or Reentry of Second-Class Publication.*

New section 442.1 reads as follows:

442.1 Application procedures. A Form 3510, *Application for Additional Entry or Reentry of Second-Class Publication,* must be filed by the publisher at the post office where the publication has original second-class entry. The additional entry application may accompany the application for original entry or be filed at a later time.—*Rates & Classification Dept., 6–12–80.*

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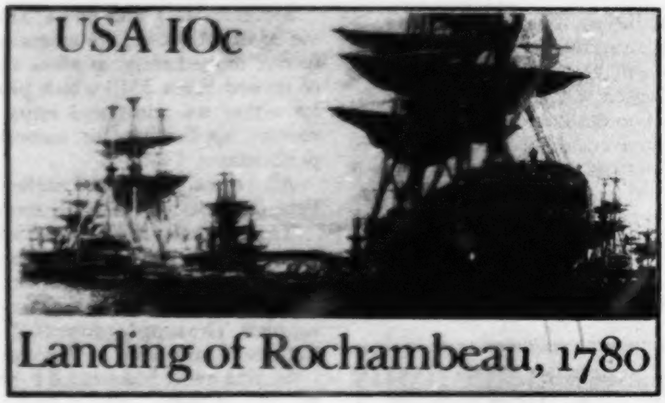
U. S. GOVT. DEPOSITORY 376
JUN 26 1980
NEWARK PUBLIC LIBRARY
P1.3:

10-Cent Rochambeau Commemorative Postal Card

Description. The 10-cent Landing of Rochambeau commemorative postal card will be first placed on sale at Newport, RI 02840 on July 11, 1980. This card is the fourth in the series honoring heroes of the American Revolution. Jean Baptiste Rochambeau, a French General, landed in Newport, RI in 1780 with French troops to serve under General George Washington in the Revolutionary War. In 1781, he helped plan the Battle of Yorktown and the defeat of Lord Cornwallis.

Do Not Sell Before July 12, 1980



Copyright U.S. Postal Service 1980

Colors: Red, yellow, cyan and black (processed colors).
Size: 3½ x 5½.
Designer: David Blossom.

Collectors. Request first day cancellations from: Rochambeau Card, Postmaster, Newport, RI 02840. To eliminate the requirement for Postal Service personnel to apply return addresses, customers are requested to send self-addressed envelopes of an appropriate size or return address labels with their orders. Requests must be postmarked no later than July 11, 1980. Remittance is required for the face value of each card.

The Rochambeau postal card will be available at the Philatelic Sales Branch, Washington, DC 20265, beginning July 12, 1980.

Supply. There will be an automatic distribution made only to post offices with philatelic centers. All post offices should order sufficient quantities of this postal card to meet anticipated local philatelic demand. Post offices requiring this card in quantities of 500, 1,000, 2,000, and 5,000, and multiples of 5,000 should immediately submit Form 3216, *Requisition for Postal Cards—Bulk Quantities* (using *item no. 201*), to Postal Card Unit, Room 332A, Government Printing Office, Washington, DC 20401. Requisitions for quantities of less than 500 may only be submitted to your stamp distribution office.—*Customer Services Dept., 6–12–80.*

Canadian Postal Money Orders

This is to remind employees that Canadian domestic postal money orders may be paid only if they are addressed to a payee within the United States and the amount is expressed in United States currency. See 493.5, Publication 42, *International Mail.* Canadian domestic postal money orders on which the amount is expressed in Canadian currency are not to be accepted for payment.

Should customers present Canadian postal money orders on which the amount is expressed in Canadian currency, tactfully refer their attention to the statement on the reverse side of the money order which specifies that Canadian postal money orders are negotiable at a post office in the United States only if imprinted for payment in U.S. currency.—*Rates & Classification Dept., 6–12–80.*

Domestic Orders

False Representation. Enforced by postmasters at cities listed.

State/City	*Names Covered*
IL, Dundee 60118	National Marketing Company 127 Main Street and P.O. Box 244
FL, Ft. Lauderdale 33326	Reptile International Imports Post Office Box 25133
MA, Boston 02124	All Star Press Printing and Publishing Division 1106 Blue Hill Avenue

—*Judicial Officer, 6–12–80.*

Continued from p. 1

must be addressed. Peelable address labels are recommended and a filler card of postal card thickness should be inserted in each cover. Orders must be postmarked by August 5, 1980, and should be addressed to: First Day Cancellations, Postmaster, Washington, DC 20013. No remittance is required.

b. Postal Service Affixing Stamps. Request first-day cancellations from: Veterans Administration Stamp, Postmaster, Washington, DC 20013 (see POM 244.53). Requests must be postmarked no later than August 5, 1980. Remittance is required for the face value of each stamp.

Selected United States mint stamps will be available at the Philatelic Sales Division, Washington, DC 20265, beginning July 21, 1980.

Supply. All post offices under the automatic distribution system will receive an initial supply of Veterans Administration, item **484.**

Do not submit Form 3356, *Stamp Requisition—Bulk Quantities,* to the Bureau of Engraving and Printing.

All post offices requiring additional stamps in less than bulk quantities: requisition on separate Form 17, *Stamp Requisition,* from stamp distribution office.

Panels. A limited number of 8½ by 11¼-inch commemorative series stamp panels will only be available through mail order from the Philatelic Sales Division, Washington, DC 20265. The panels are printed on heavy art paper suitable for mounting.—*Customer Services Dept., 6–12–80.*

Non-Foreign Per Diem Rate Changes

Changes in per diem rates prescribed for official travel in Alaska, Hawaii, the Commonwealth of Puerto Rico, and possessions of the United States effective April 30, 1980, are as follows:

Locality:	*Maximum Rate*
Alaska:	
Adak [1]	$9.65
*Anchorage	72.00
*Barrow	111.00
*Bethel	93.00
*Cold Bay	74.00
*College	67.00
*Cordova	84.00
*Deadhorse	94.00
Dillingham	83.00
Dutch Harbor	82.00
*Eielson AFB	67.00
*Elmendorf AFB	72.00
*Fairbanks	67.00
*Ft. Richardson	72.00
*Ft. Wainwright	67.00
*Kodiak	84.00
Kotzebue	91.00
*Murphy Dome	67.00
Noatak	91.00
Nome	90.00
Noorvik	91.00
Shemya AFB [1]	11.00
Puerto Rico:	
Aguadilla (Incl. CG Air Station Borinquen)	$63.00
Bayamon:	
12/16–5/15	102.00
5/16–12/15	75.00
Carolina:	
12/16–5/15	102.00
5/16–12/15	75.00
Dorado	54.00
Fajardo:	
12/16–5/15	102.00
5/16–12/15	75.00
Ft. Buchanan: (Incl. GSA Service Center, Guaynabo):	
12/16–5/15	102.00
5/16–12/15	75.00
Mayaguez	63.00
Ponce (Incl. Ft. Allen NCS)	58.00
Roosevelt Roads:	
12/16–5/15	102.00
Shungnak	91.00
*Spruce Cape	84.00
Tanana	90.00
Valdez	70.00
Wainwright	79.00
Other	62.00
American Samoa	54.00
*Guam, M.I	60.00
Hawaii:	
Hawaii	59.00
Kauai	55.00
Maui	54.00
Molokai	54.00
Oahu	70.00
Other	54.00
Johnston Atoll	15.00
Midway Islands [1]	9.65
5/16–12/15	75.00
Sabana Seca:	
12/16–5/15	102.00
5/16–12/15	75.00
San Juan (Incl. San Juan Coast Guard Units):	
12/16–5/15	102.00
5/16–12/15	75.00
Other	63.00
Virgin Islands of U.S.:	
12/1–4/30	89.00
5/1–11/30	65.00
Wake Island [2]	17.00
Other localities	15.00

---

[1] Commercial facilities are not available. This per diem rate covers charges for meals in available facilities plus an additonal allowance for incidental expenses and will be increased by the amount paid for Government quarters by the traveler.

[2] Commercial facilities are not available. Only Government owned and contractor operated quarters and mess are available at this locality. This per diem rate is the amount necessary to defray the cost of lodging, meal, and incidental expenses.

*Indicates new locality or change in maximum rate.

NOTE: Eleven locations in Alaska have been deleted; use the maximum rate shown for "Other".

—*Finance Dept., 6–12–80.*

DMM and POM Revision

City Delivery Service—Extension

An exception to the criteria for extension of city delivery service has been approved. Where all of the requirements in Section 611.11 of the POSTAL OPERATIONS MANUAL (POM) and 155.11 of the DOMESTIC MAIL MANUAL (DMM) are met, an exception to POM 611.11b and DMM 155.11b, which pertains to the 50 percent improvement criterion, may be made under the following conditions:

—there is a reasonable expectation that the 50 percent improvement criterion will be met within 12 months; and,

—delivery will be accomplished through the use of clusterboxes/neighborhood box units.

Appropriate changes will be made to the POM and DMM in future revisions. The effective date of this change is July 3, 1980.—*Delivery Services Dept., 6–12–80.*

All Post Offices
DMM Revision

Permit Imprint Mailings

Effective immediately, Section 145.61, DOMESTIC MAIL MANUAL, is revised as follows to specify that permit imprint mailings must consist of a minimum of 200 pieces or 50 pounds of identical weight items.

145.61 Minimum Quantity. Permit imprint mailings must consist of a minimum of 200 pieces or 50 pounds, except as provided in section 145.62. Minimum quantities of mail necessary to mail at the first-class presort rate, the fourth-class zone bulk rate, and the special fourth-class presort rate are higher. See the appropriate chapter for the class of mail in question.—*Rates & Classification Dept., 6–12–80.*

District and MSC Consolidations

Effective April 19, 1980, MSC Kirksville, MO (635) was combined with MSC Columbia, MO (650–652):

Columbia, MO, 635, 650–652

* * * * *

Effective June 14, 1980, MSC Brighton, CO (806–807) will be combined with MSC Denver, CO (800–805):

Denver, CO, 800–807

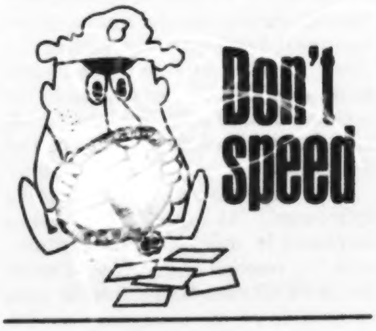
* * * * *

Effective June 14, 1980, MSC Las Vegas, NM (877, 884) will be combined with MSC Roswell, NM (881–883):

Roswell, NM, 877, 881–884

* * * * *

The above changes have been incorporated in the complete MSC list contained on pages 6 and 7 of this Bulletin.—*Operations Group, 6–12–80.*



PCM Revision

HIGHWAY CONTRACT ADMINISTRATION

These instructions establish procedures for administering highway contracts after the death of a contractor, or a court determination of contractor incompetence. They will be incorporated in a future revision of the POSTAL CONTRACTING MANUAL (PCM), Section 19.

I. Death of a Contractor

A. General. When notified of the death of a contractor holding a highway transportation contract, the administrative official must immediately telephone—then write—the Contracting Officer (CO), giving the name of the contractor, the contract number, and the date and time of death. The administrative official must aid the CO in following these instructions.

1. The CO must notify the St. Louis Postal Data Center (PDC) by phone immediately, followed by letter, using the sample format below. Send copies of the memo to the surety (or sureties), if there be a surety, the prime contractor (if the route is subcontracted), and the administrative official. All necessary orders must be issued by the CO.

2. The CO must protect the continuation of service by immediately contacting the surety (if there be one) and the representative of the estate (member of the immediate family, administrator, or executor). If the surety or the representative advises he will not continue to provide the service, procure emergency service. Fully document the steps taken in order to support any claim.

a. The representative of the estate may elect to continue to operate the route. If appointed by a court to administer the estate, the representative must submit two copies of the court order to the CO.

b. If service on the route is not continued by the representative, the surety (if any) must be called upon to provide the service, subject to the provisions of 19–118.12 of the PCM, and the terms of the surety bond of the contract.

c. If service is not so provided, the CO must: (1) procure emergency service, (2) terminate the contract, and (3) resolicit the service. The St. Louis PDC must be notified as soon as possible of the emergency service.

d. If the administrator or executor is performing the service on the date of expiration of the contract, the contract may not be renewed and the service must be resolicited. However, if the service is being performed by the next of kin (surviving spouse or child), the contract may be renewed in the name of that individual, even though that individual is designated an administrator or executor by a court order, without regard to the restrictions on renewal contracts in PCM section 19–319.4.

3. Where possible, recover any uncashed checks issued to the deceased contractor and forward them to the St. Louis PDC for cancellation and reissuance. When checks have been cashed by an unauthorized person, try to determine who endorsed the checks and notify the St. Louis PDC.

4. Request that a claim for money due and unpaid to the deceased be made in writing by a member of the immediate family, administrator, or executor to the St. Louis PDC through the CO.

a. The written claim must clearly identify the claimant, specifying his relationship to the deceased and the basis for the claim (that the claim is for money due under the contract, giving the name of the deceased and the contract number).

b. A copy of any court order appointing an executor or administrator must be attached to the written claim.

c. If the deceased died testate but it is not intended to subject the estate to probate, a copy of the testator's will must accompany the claim.

d. If the deceased died intestate and an administrator has not and will not be appointed, the claimant must demonstrate that no person exists who would be entitled to all or a portion of the estate, or if they do exist, they will not claim that portion of the amount due the deceased to which they may be entitled under the law.

B. Death of a Sole Contractor

1. The representative of the estate may secure permission from the CO to operate the route in the interest of the estate as described above. When the CO has sufficient reason for objecting to the representative of the estate assuming charge of the route, a detailed report must be made to the next higher level of contracting authority. If it is not agreed that the CO's reasons are sufficient, the next higher level of contracting authority must issue necessary instructions in keeping with Section 19 of the PCM to insure continuation of the service.

2. If the representative of the estate does *not* desire to operate the route, the surety, if any, must be placed in charge immediately.

3. The current contract rate must remain the same. If a pay adjustment request is pending, it is processed under current instructions. The recognized operator of the route, other than one who is performing service under a temporary or resolicited contract, is entitled to all benefits of the adjustment.

4. Representatives of the estate authorized to operate a route who desire to sublet the contract may do so. However, subcontracting in such a case is subject to the provisions of Section 19–317, PCM, and permission from the CO.

5. When a surety is recognized as in charge of a route he may operate the route according to the provisions of Section 19–118.12, PCM. A surety may perform the service or sublet the contract as provided under provisions of Form 7468, *Transportation Services, Bid, or Proposal and Contract* (or Form 7447, *Transportation Services Renewal Contract,* where applicable), which is a part of the particular contract.

6. The CO must issue Form 7440, *Contract Route Service Order,* to the St. Louis PDC and distribute to all others concerned. Forward copies of the court orders to the St. Louis PDC when requesting release of money due the estate.

C. Death of a Joint Contractor. Any person entitled to money which is due the deceased and the surviving contractor jointly must submit a claim as prescribed in 4 above. The deceased's representative may join in continuance of the service if approved by the CO. If the representative does not continue performance, the surviving cocontractor must be recognized as individually in charge of the route. He may sublet the con-

Continued on p. 5

BULK STAMP REQUISITIONS

The Bureau of Engraving and Printing (BEP) reports that many postmasters are submitting Forms 3356, *Stamp Requisition-Bulk Quantities,* too late for processing in the prescribed ordering cycle.

The current requisition schedule for bulk postage stamps and postal cards was published in Postal Bulletin 21217 (11–1–79), and the remaining schedule is reprinted below. This schedule provides maximum efficiency in shipping bulk stamp stock to specific geographical areas. Requisitions received at BEP after the scheduled date must be handled as exceptions, causing additional processing and shipping costs.

The dates shown in the requisition schedule are the *latest* dates. Forms 3356 must be received at BEP for processing during the regular cycle for each group of states or possessions. Therefore, postmasters must be sure that Forms 3356 are dispatched from their office in sufficient time to arrive at BEP no later than the schedule date. They should be mailed at least one week before the scheduled requisitioning date.

In order to reduce costs associated with late requisitions, BEP will monitor postmasters' compliance with the bulk requisition schedule after June 30, 1980. Requisitions will be reviewed to identify orders received out of cycle and a listing of delinquent orders prepared to notify affected postmasters to take corrective action.

Offices Located in Following States and Possessions	*Dates requisitions are due at Bureau of Engraving and Printing or Government Printing Office*			
Alaska, Colorado, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming	Apr. 28	June 30	Aug. 25	Oct. 27
Arizona, California, Guam, Hawaii	May 5	July 7	Sept. 8	Nov. 3
Iowa, Michigan, Minnesota, Nebraska, North Dakota, South Dakota, Wisconsin	May 12	July 14	Sept. 15	Nov. 10
Illinois, Indiana, Kansas, Kentucky, Missouri, Ohio, Oklahoma	May 19	July 21	Sept. 22	Nov. 17
Arkansas, Louisiana, Mississippi, Tennessee, Texas	June 2	July 28	Sept. 29	Nov. 24
Alabama, District of Columbia, Florida, Georgia, Maryland, North Carolina, South Carolina, Virginia, West Virginia	June 9	Aug. 4	Oct. 6	Dec. 1
Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont	June 16	Aug. 11	Oct. 13	Dec. 8
Delaware, New Jersey, New York, Pennsylvania, Puerto Rico, Virgin Islands	June 23	Aug. 18	Oct. 20	Dec. 22

Less-Than-Bulk Quantities. Postmasters at post offices requiring less-than-bulk quantities must submit postage stamp requisitions to their Stamp Distribution Office once each accounting period in accordance with previously established ordering dates.

Postal Cards. Postmasters at all post offices must submit requisitions for postal cards directly to the Government Printing Office using the requisitioning schedule shown above. Only international surface and international airmail postal cards may be requisitioned from your Stamp Distribution Office.—*Customer Services Dept., 6–12–80.*

Continued from p. 4

tract according to provisions of Section 19–317, PCM. Copies of all appropriate documents should be forwarded to the St. Louis PDC and distributed to all others concerned.

II. Incompetence of a Contractor

A. When a contractor has been declared incompetent, the administrative official must notify the CO by phone, followed by a letter. The CO must notify the St. Louis PDC by phone immediately, followed by letter, using the sample format below, modified to make it a notice of declaration of incompetency. Send copies of the letter to the surety, if any, the administrative official, and prime contractor, where applicable.

B. When the incompetent contractor is the sole contractor on the route, I–B above, "Death of a Sale Contractor," applies. If a joint contractor, I–C, "Death of a Joint Contractor," applies.

C. When a route is being operated by a representative because of the prime contractor's incompetence, upon re-establishment of competence during the term of the contract, application for revision to the prime contractor must be made to the next higher level of contracting authority for approval. The next higher level of contracting authority must have the CO issue Form 7440 to the St. Louis PDC and distribute copies to others concerned.

D. When the representative of a declared incompetent contractor considers subletting the contract, application must be made to the next higher level of contracting authority for approval.

III. Notification Format

The CO must notify the St. Louis PDC of the death or incompetence of a contractor as soon as notification is received. Use the following format signed by the Contracting Officer:

Our Ref: **Date:**

Subject: Notification of Death (or Incompetence) of a Contractor

To: Director, Postal Data Center
St. Louis, MO 63180

As directed in the Postal Contracting Manual, this will advise you to suspend payment under the contract described below. Do not release payments until further notice from the Contracting Officer.

Name of Contractor and Address:

Contract Route Number and Termini:

Name of Surety and Address: (or prime contractor if subcontracted)

Effective date of Suspension of Contract Payments:

Annual Rate of Contract

Date and Time of Contractor's Death (or Declaration of Incompetence):

—*Mail Processing Dept., 6–12–80.*

MANAGEMENT SECTIONAL CENTERS

This list includes facilities (marked*)—which are not MSC's—reporting directly to the districts. The Chicago Post Office (marked) which is not an MSC—reports directly to the Central Region.**

Total Districts: 45. Total MSC's: 279

NORTHEAST REGION

Boston District
Box 142
Lexington, MA 02173

Worcester, MA	014–016
Boston, MA	017, 020–022
Middlesex-Essex, MA	018–019
Brockton, MA	023–026
Providence, RI	027–029

Caribbean District
Box 3367, Main PO
San Juan, PR 00936

San Juan, PR	006–009

Connecticut Valley District
Box 1748
Hartford, CT 06101

Springfield, MA	010–013
Hartford, CT	050–061
New London, CT	062–063
New Haven, CT	064–066
Waterbury, CT	067
Stamford, CT	068–069

Long Island District
Box 200
Carle Place, NY 11514

Queens, NY	110–111, 113–116
Hicksville, NY	117–118
Riverhead, NY	119
Kennedy AMF *	—

New York City District
Main Post Office, Room 3016
New York, NY 10001

New York, NY	100, 104, 090–098
Brooklyn, NY	103, 112

White River Junction District
Box 977
White River Junction, VT 05001

Manchester, NH	030–034
Portsmouth, NH	035, 038–039
White River Jnct., VT	036–037, 050–051, 053, 058–059
Portland, ME	040–041, 045, 048
Auburn, ME	042–043, 049
Bangor, ME	044, 046–047
Burlington, VT	052, 054, 056–057

Northern New Jersey District
401 Hackensack Avenue
Suite 600
Continental Plaza Bldg.
Hackensack, NJ 07601

Newark, NJ	070–073
Paterson, NJ	074–075, 078
Hackensack, NJ	076
Red Bank, NJ	077
Summit, NJ	079
New Brunswick, NJ	088–089

Westchester District
2 Corporate Park Drive
Suite L–2 Bldg B
White Plains, NY 10604

Westchester, NY	105–109
Albany, NY	120–123
Poughkeepsie, NY	124–127
Glens Falls, NY	128–129

EASTERN REGION

Allegheny District
Box 2388
Pittsburgh, PA 15230

Pittsburgh, PA	150–153, 260
Greensburg, PA	154, 156–157
Johnstown, PA	155, 159, 166, 168
New Castle, PA	160–162
Erie, PA	158, 163–165, 167

Delaware Valley District
Box 1000
Collingswood, NJ 08108

South Jersey, NJ	080–084
Trenton, NJ	085–087
Southeastern, PA	189, 193–194
Philadelphia, PA	190–191
Wilmington, DE	197–199

Empire District
Box 568
Rochester, NY 14602

Syracuse, NY	130–132, 136
Utica, NY	133–135
Binghamton, NY	137–139, 148–149
Buffalo, NY	140–143, 147
Rochester, NY	144–146

Maryland-DC District
Box 1000
Columbia, MD 21045

Washington, DC *	200, 202–205
Prince Georges, MD	206–209
Baltimore, MD	210–212, 214, 219
Cumberland, MD	215, 267
Salisbury, MD	216, 218
Frederick, MD	217
Northern Virginia, VA	220–223
Martinsburg, WV	226, 254

Mountaineer District
Box 2111
Charleston, WV 25328

Bluefield, WV	246–249
Charleston, WV	250–253, 258–259, 266
Huntington, WV	255–257, 261
Clarksburg, WV	262–265, 268

Susquehanna District
Box 1565
Harrisburg, PA 17105

Wilkes-Barre, PA	169, 177, 182, 186–187
Harrisburg, PA	170–172, 178
Lancaster, PA	173–176
Lehigh Valley, PA	179–181, 183, 195–196
Scranton, PA	184–185, 188

Virginia District
Box 27466
Richmond VA 23261

Richmond, VA	224–225, 230–232, 238–239
Charlottesville, VA	227–229, 244
Norfolk, VA	233–237
Roanoke, VA	240–241, 245
Bristol, TN–VA	242–243

SOUTHERN REGION

Atlanta District
300 Interstate No., Suite 610
Atlanta, GA 30339

Athens, GA	305–306
Augusta, GA	298, 304, 308–309
Savannah, GA	299, 313–315
Atlanta, GA	300–303
Macon, GA	310, 312, 318–319
Albany, GA	316–317
Birmingham, AL	350–352, 354–355, 362
Huntsville, AL	356–359
Montgomery, AL	360–361, 367–368
Mobile, AL	363–366

Carolina District
Box 28228
Charlotte, NC 28228

Greensboro, NC	270–274
Raleigh, NC	275–277, 285
Rocky Mount, NC	278–279
Charlotte, NC	280–282, 286, 297
Fayetteville, NC	283–284
Asheville, NC	287–289
Columbia, SC	290–292
Greenville, SC	293, 296
Charleston, SC	294
Florence, SC	295

Delta District
Box 2050
Jackson, MS 39205

Meridian, MS	369, 393–394, 397
Jackson, MS	387, 390–392, 396
Gulfport, MS	395
New Orleans, LA	700–701, 703–704
Lafayette, LA	705–706
Baton Rouge, LA	707–708
Shreveport, LA	710–712
Alexandria, LA	713–714

East Texas District
Box 3
Dallas, TX 75221

Texarkana, TX–AR	718, 754–755
Dallas, TX	750–753
Tyler, TX	756–758
Beaumont, TX	759, 776–777
Fort Worth, TX	760–764
Waco, TX	765–767, 773, 778
Houston, TX	770–772, 774–775

Florida District
Box 22605
Tampa, FL 33622

Jacksonville, FL	320, 322, 326
Pensacola, FL	323–325
Orlando, FL	327–329
Miami, FL	330–331, 333, 340
West Palm Beach, FL	334, 339
Tampa, FL	335–338

Mid-South District
Box 3583
Memphis, TN 38103

Chattanooga, TN	307, 373–374
Nashville, TN	370–372, 384–385
Johnson City, TN	376
Knoxville, TN	377–379
Memphis, TN	380–383, 723
Tupelo, MS	386, 388–389
Little Rock, AR	716–717, 719–722
Jonesboro, AR	724–725
Fort Smith, AR	726–729

Oklahoma District
Cavalier Bldg., Suite 520
5350 South Western
Oklahoma City, OK 73109

Oklahoma City, OK	730–731, 737, 748
Lawton, OK	734–736, 738
Amarillo, TX	739, 790–791
Tulsa, OK	740–741, 743, 746
Muskogee, OK	744–745, 747, 749
Lubbock, TX	792–794

West Texas District
Box 33010
San Antonio, TX 78233

Austin, TX	786–787, 789
Midland, TX	768–769, 795–797
Corpus Christi, TX	779, 783–785
San Antonio, TX	780–782, 788
El Paso, TX	798–799

CENTRAL REGION

Chicago, IL**	606

Buckeye District
Post Office Box 29177
Columbus, OH 43229

Cincinnati, OH	410, 450–452, 470
Columbus, OH	430–433
Toledo, OH	434–436
Zanesville, OH	437–438, 457
Mansfield, OH	448–449
Dayton, OH	453–455
Chillicothe, OH	456
Lima, OH	458

Dakotas District
Box 350
Fargo, ND 58199

Fargo, ND	565, 567, 580–582
Sioux Falls, SD	570–574
Rapid City, SD	575–577
Minot, ND	583, 587–588
Bismarck, ND	584–586

Gateway District
Box 14647
Saint Louis, MO 63178

East St. Louis, IL	620, 622, 624
Quincy, IL	623, 634
Carbondale, IL	628–629
St. Louis, MO	630–631, 633
Flat River, MO	636–637
Poplar Bluff, MO	638–639
Springfield, MO	648, 656–658
Columbia, MO	635, 650–652
Rolla, MO	654–655

Greater Wisconsin District
788 N. Jefferson Street
Milwaukee, WI 53299

Green Bay, WI	498–499, 541–543
Milwaukee, WI	530–532, 534
Madison, WI	535, 537–539
Wausau, WI	544–545
Oshkosh, WI	549

Indiana District
Box 22859
Indianapolis, IN 46222

Indianapolis, IN	460–462, 472
South Bend, IN	465–466
Fort Wayne, IN	467–468
Kokomo, IN	469
Muncie, IN	473
Terre Haute, IN	474–475, 478
Lafayette, IN	479

Iowa District
Main Post Office, Room 313
Des Moines, IA 50399

Des Moines, IA	500–503, 508
Fort Dodge, IA	504–505
Waterloo, IA	506–507, 520–521
Sioux City, IA	510–514
Cedar Rapids, IA	522–526
Rock Island, IL	527–528, 612

Kentuckiana District
Box 3001
Louisville, KY 40296

Louisville, KY	400–402, 471
Lexington, KY	403–406, 413–414
Corbin, KY	407–409, 425–426
Ashland, KY	411–412
Hazard, KY	415–418
Evansville, IN	420, 423–424, 476–477
Bowling Green, KY	421–422, 427

Michigan District
U.S. Postal Service
Detroit, MI 48299

Royal Oak, MI	480
Detroit, MI	481–482
Flint, MI	484–485
Saginaw, MI	486–487, 497
Lansing, MI	488–489
Kalamazoo, MI	490–491
Jackson, MI	492
Grand Rapids, MI	493–496

Mid-America District
Box 2902
Shawnee Mission, KS 66201

Kansas City, MO	640–641, 660–662
Saint Joseph, MO	644–647, 653
Topeka, KS	664–666, 668
Independence, KS	667, 673
Salina, KS	669, 674
Wichita, KS	670–672, 675
Hays, KS	676–679

Nebraska District
8990 W. Dodge Road
Lakin Bldg., Suite 229
Omaha, NE 68199

Omaha, NE	515–516, 680–681
Lincoln, NE	683–685
Norfolk, NE	686–687
Grand Island, NE	688–689
North Platte, NE	690–693

MANAGEMENT SECTIONAL CENTERS—Continued

Northern Illinois District
1211 W. 22nd Street
Room 333
Oak Brook, IL 60588

Gary, IN	463–464
North Suburban, IL	600–603
South Suburban, IL	604–605
Kankakee, IL	609, 617
Rockford, IL	610–611, 613
Peoria, IL	614–616
Champaign, IL	618–619
Springfield, IL	625–627
O'Hare AMF*	—

Northeastern Ohio District
Main Post Office
Cleveland, OH 44101

Steubenville, OH	439
Cleveland, OH	440–441
Akron, OH	442–443
Youngstown, OH	444–445
Canton, OH	446–447

North Star District
Box 38100
St. Paul, MN 55175

St. Paul, MN	540, 550–551
La Crosse, WI	546
Eau Claire, WI	547–548
Minneapolis, MN	553–554
Duluth, MN	556–558
Rochester, MN	559
Mankato, MN	560
Windom, MN	561
Willmar, MN	562
St. Cloud, MN	563
Brainerd, MN	564
Bemidji, MN	566

WESTERN REGION

Angeles District
P.O. Box 92132
Los Angeles, CA 90009

Los Angeles, CA*	900
Inglewood, CA	902–905
Long Beach, CA	906–908

Golden Gate District
P.O. Box 3734
San Francisco, CA 94119

San Francisco, CA	940–941, 943–944, 962–966
Oakland, CA	945–948
San Rafael, CA	949

Northwestern District
P.O. Box 1500
Kent, WA 98031

Portland, OR	970–972, 986
Salem, OR	973, 977
Eugene, OR	974
Medford, OR	975–976
Pendleton, OR	978
Seattle, WA	980–982, 987
Tacoma, WA	983–985
Yakima, WA	988–989, 993
Spokane, WA	835, 838, 990–992, 994
Anchorage, AK	995–996
Fairbanks, AK	997
Juneau, AK	998–999

Pacific District
P.O. Box 30888
Honolulu, HI 96820

Honolulu, HI	967–968

Rocky Mountain District
P.O. Box 6000
Denver, CO 80296

Denver, CO	800–807
Colorado Springs, CO	808–809
Pueblo, CO	810–813
Grand Junction, CO	814–816
Cheyenne, WY	820, 822–823, 825–826, 829–831
Sheridan, WY	821, 824, 827–828
Farmington, NM	865, 873–874
Albuquerque, NM	870–871, 875, 878
Las Cruces, NM	879–880
Roswell, NM	877, 881–884

Sequoia District
P.O. Box 7777
Orange, CA 92667

Pasadena, CA	910–912
Van Nuys, CA	913–916
Alhambra, CA	917–918
Santa Ana, CA	926–928
Santa Barbara, CA	930–931, 934
Bakersfield, CA	932–933, 935

Sierra District
455 Capitol Mall
Suite 215
Sacramento, CA 95814

Reno, NV	894–895, 897, 961
Fresno, CA	936–938
San Jose, CA	939, 950–951
Stockton, CA	952–953
Santa Rosa, CA	954
Eureka, CA	955
Sacramento, CA	956–958
Marysville, CA	959
Redding, CA	960

Sunland District
P.O. Box 29999
Phoenix, AZ 85038

Phoenix, AZ	850, 852–853
Tucson, AZ	855–857
Flagstaff, AZ	859–860, 863–864
Las Vegas, NV	890–891
San Diego, CA	920–921
Palm Springs, CA	922
San Bernardino, CA	923–925

Western Slopes District
P.O. Box 27117
Salt Lake City, UT 84127

Billings, MT	590–595
Missoula, MT	596–599
Pocatello, ID	832, 834
Boise, ID	833, 836–837, 979
Salt Lake City, UT	840–844, 893, 898
Provo, UT	845–847

—*Operations Group, 6–12–80.*

All Personnel Processing Mail for Dispatch Abroad

FOREIGN ORDER NOTICE 10

Keep all foreign order notices for use as reference.

A tentative *False Representation order* has been issued against:

ENGLAND

Manchester M30 5AN

Middle East Economic Publications
84 Liverpool Road, Cadishead

A tentative *Lottery order* has been issued against:

IRELAND

Terenure, Dublin

Miss Maureen Dillon
19 Westbourne Road

Dublin 6

James Downey
7 Aideen Avenue

Ballsbridge, Dublin 4

Elizabeth Fox
65 Pembroke Road

Killiney, Co. Dublin

Maura Deeley
7 Beechwood Lawn

Sutton, Co. Dublin

Peter Harris
Iniscara, Carrickbrack Road

Dublin 8

Miss Laura Thewlis
22 Victoria Street
Sth Circular Road

Dun Laogaire, Co. Dublin

Susan Cullen
c/o 26 Patrick Street

Tuam, Co. Galway

Joesephine Dillen
Gardenfield Rd.

Navan Road, Dublin 7

Ellen Marken
23 Villa Park Road

Drimnagh, Dublin 12

Anne Dunne
43 Slievebloom Park

Howth, Co. Dublin

Kathleen Reilly
19 St. Lawrence Tce

Mount Merrion, Dublin

Mr. David Kelly
50 Wilson Road

Balbriggan, Co. Dublin

Monica Curran
31 Fancourt Hgts.

CANADA

New Westminster, B.C.

W.L.S. Distributors
Box 110

Richmond, B.C.

Canusa Industries
No. 302–3631 No. 3 Road

Vancouver, B.C.

Customer Service Dept.
1250 Homer Street

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to the Postmaster of New York, NY 10001, Attention: Claims, Inquiry and Undeliverable Mail, Room 4508. Do not place any endorsement on the mail pieces themselves.

FINAL ORDERS

Tentative *Lottery orders* against the following have become final:

IRELAND

Portrane, Co. Dublin

Mr. John Donnelly
2 The Quay

Dublin 6

Eamon Martin
30 Kenilworth Road

Kiltimagh, Co. Mayo

Miss Martina Dempsey
Thomas Street

Kilnamanagh, Co. Dublin

Mr. John Mahoney
25 Birchview Heights

Dun Laoire, Co. Dublin

Paul O'Hara
10 Myrtle Park

Tentative *False Representation order* against the following has become final:

THE NETHERLANDS

Amsterdam

McNally Financial Publications
Schipol Airport East
Building 144, Room 042/43
P.O. Box 7766

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all SCFs and designated International Exchange Offices.—*Judicial Officer, 6–12–80.*

VACANT REGULAR RURAL ROUTES LISTING NO. 80-27

The vacant rural routes listed below will be posted for bid in accordance with the USPS-NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this POSTAL BULLETIN. Those rural carriers having special bidding rights as defined in the USPS-NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
CENTRAL REGION					
Illinois	Peoria	61601	02	41:01 (41H)	50.45
	Ridge Farm	61870	01	33:04 (33S)	74.40
	Lovington	61937	01	35:14 (35S)	80.05
	Waterloo	62298	04	47:19 (43J)	71.80
	Springfield	62703	08	42:35 (43H)	35.00
Indiana	Valparaiso	46383	14	42:12 (42H)	28.24
	Marion	46952	08	34:29 (34S)	25.39
	Peru	46970	05	45:41 (42J)	71.45
	Gaston	47342	02	41:40 (42H)	65.65
Kansas	Junction City	66441	03	45:26 (46H)	84.38
	Topeka	66603	12	42:27 (42H)	55.66
	Pittsburg	66762	05	45:13 (45H)	90.20
	Clifton	66937	02	39:15 (39S)	105.65
Kentucky	Campbellsville	42718	08	49:18 (44J)	96.30
Missouri	Wentsville	63385	01	51:57 (43K)	61.25
Nebraska	Omaha	68108	20	44:11 (41J)	15.25
Ohio	North Lewisburg	43060	01	47:44 (40K)	84.90
Wisconsin	Bloomington	53804	01	40:14 (40S)	97.50
EASTERN REGION					
Delaware	Seaford	19973	04	41:16 (41H)	37.00
Maryland	Gambrills	21054	01	44:20 (41J)	36.15
	Lutherville/Timonium	21093	02	38:23 (39H)	30.05
	Millersville	21108	04	42:54 (44H)	10.60
	Riva	21140	01	42:38 (44H)	16.50
New Jersey	Williamstown	08094	02	54:57 (46K)	38.40
New York	Portageville	14536	01	18:39 (19S)	36.80
Pennsylvania	Library	15129	04	46:38 (43J)	15.15
	Bellefonte	16823	01	42:34 (43H)	43.20
	New Tripoli	18066	03	38:03 (38S)	22.15
	Boyertown	19512	05	43:01 (43H)	25.85
	Gilbertsville	19525	03	43:33 (44H)	25.10
Virginia	Charlottesville	22906	11	39:46 (40H)	25.70
	Gloucester	23061	01	48:23 (44J)	59.80
	Waverly	23890	01	36:51 (36S)	80.85
	Lynchburg	24506	06	48:26 (44J)	35.50
NORTHEAST REGION					
New Hampshire	Francestown	03043	01	30:27 (30S)	46.30
	Wolfeboro	03894	02	27:09 (27S)	42.60
Maine	Lubec	04652	01	24:41 (25S)	43.00
	Stockton Springs	04981	01	42:58 (42S)	65.60
New York	Gloversville	12078	01	56:02 (47K)	53.25
SOUTHERN REGION					
Alabama	Centre	35960	01	48:19 (44J)	96.90
Florida	Orange Park	32073	02	40:16 (40H)	41.15
	do	32073	05	44:51 (41J)	22.45
	do	32073	06	37:48 (38S)	31.65
	Melrose	32666	02	4:30 (40K)	54.25
	Tallahassee	32301	05	44:20 (44H)	71.50
	Panama City	32401	08	42:25 (42H)	62.75
	Milton	32570	07	42:32 (43H)	74.20
	Valrico	33594	07	38:12 (38S)	24.20
	do	33594	08	42:03 (42H)	24.75
	Fort Pierce	33450	05	47:06 (43J)	43.60
	do	33450	07	41:31 (42H)	45.00
	do	33450	08	45:54 (42J)	39.30
	Lakeland	33802	04	37:38 (38S)	29.05
	Naples	33940	13	35:23 (35S)	27.05
Louisiana	Bell City	70630	01	35:25 (37S)	98.10
	Carencro	70520	01	42:02 (42H)	35.50
Mississippi	Walnut	38683	01	41:18 (41S)	78.60
	Raymond	39154	01	44:30 (45H)	85.80
	Gulfport	39503	07	50:20 (46J)	20.50
	Wiggins	39577	02	44:00 (44H)	110.00
South Carolina	Meggett	29449	01	41:30 (42H)	43.65
Tennessee	Harriman	37748	08	37:48 (38S)	45.40
	Knoxville	37901	41	38:32 (37H)	22.55
	do	37901	42	37:24 (37S)	22.30
	do	37901	48	39:07 (39H)	25.70
	Rockwood	37854	01	41:28 (42H)	84.30
Texas	Conroe	77301	02	51:07 (42K)	65.55
	do	77301	18	46:28 (42J)	38.70
	Brazoria	77422	03	40:28 (41H)	46.10
	Garwood	77442	01	19:27 (19S)	35.80
	Silsbee	77656	07	42:36 (43H)	31.30
	Sequin	78155	05	40:12 (40S)	80.50
WESTERN REGION					
California	Salinas	93901	08	51:28 (41K)	80.65
	Morgan Hill	95037	05	44:06 (44H)	21.90
	Stockton	95205	01	53:56 (45K)	51.90
	do	95361	11	35:32 (36S)	40.00
Idaho	Boise	83709	08	42:50 (43H)	30.90
Oregon	Corbett	97019	01	41:28 (41H)	62.30
	Rockaway	97136	01	50:12 (42K)	98.10
	Tillamook	97141	05	47:16 (43J)	53.10
	Salem	97301	07	40:10 (41K)	32.60
	Roseburg	97470	04	58:38 (45J)	68.50
	Medford	97501	06	46:16 (42J)	42.30
Washington	Spanaway	98387	01	45:24 (42J)	32.30
	Spokane	99210	09	43:26 (44H)	26.15

*The "Route Classification and Evaluation" published in this POSTAL BULLETIN may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

—Labor Relations Dept., 6-12-80.

PSDS OFFICES—SAFETY

A recent survey of PSDS Data Site Offices showed that many are always secured by lock and key or a passcard device, including times when only one employee is on duty. For safety reasons, rapid entry and exit from these areas must be provided during any emergency situation.

All PSDS installation heads must immediately take action to insure that all locking mechanisms securing these areas are deactivated when employees are on duty.

Should implementing this policy be potentially more harmful because of extenuating circumstances at your facility, notify (in writing, through channels) the Operating Policies Office at Headquarters.

Access to PSDS data collection sites and control centers should have identifying signs posted and be limited to authorized personnel only.—*Operating Policies Office, 6-12-80.*

POST OFFICE CHANGES NO. 20

(Supplemental to 1980 National ZIP Code and Post Office Directory.)

Abbreviations: B=Branch. C=City Delivery. Conv.=Converted. CPO=Community Post Office. Disc.=Discontinued. Estab.=Established. F=Finance. Fac.=Facility. I=Independent Post Office. IC=Independent City. MOU=Money Order Unit. MPO=Main Post Office. MR=Mailing Restrictions (from Part 125 DMM) apply. NP=Nonpersonnel. NZCD=National ZIP Code and Post Office Directory. P=Postal facility discontinued, name retained for address purposes. Resc.=Rescinded. S=Station. x=Classified. (Contract stations and branches do not have the symbol "x" following the symbol of type of installation.)
Symbols: (1)=Officially closed on date shown. Notice is for administrative record purposes. (2)=Officially established on date shown. Notice is for administrative record purposes. (3)=All services previously terminated. Date shown is official discontinued date for administrative purposes.

State	Name of post office	County/parish	Name of station, branch, or unit	Type S/B	ZIP Code	Change action	Effective date	Explanation of change
AR	Hoxie	Lawrence		I	72433	Add	2-12-79	C estab.
CO	Colorado Springs	El Paso	Broadmoor	B	80906	Delete	5-15-80	B conv. to CPO. Retain ZIP Code.
CO	do	do	do	CPO	80906	Add	5-15-80	
CO	Grand Valley	Garfield		I	81635	Delete	7- 4-80	PO name changed. Retain ZIP Code.
CO	Parachute	do		I	81635	Add	7- 4-80	
FL	Lecanto	Citrus	Beverly Hills	CPO	32665	Delete	5-10-80	Amend PB 21247, to conv. CPO to Bx not Sx.
FL	do	do	do	Bx	32665	Add	5-10-80	
HI	Hilo	Hawaii	Downtown	Sx	96720	Add	10- 8-77	Sx estab. (2)
HI	Honolulu	Honolulu	Canton Island	B	96736	Delete	7-13-79	B and ZIP Code disc. (1)
MS	Carlisle	Claiborne		I	39049	Delete	6-14-80	Amend PB 21245 to conv. PO to CPO. Retain ZIP Code.
MS	Hermanville	do	Carlisle	CPO	39049	Add	6-14-80	
NJ	Lakewood	Ocean	Leisure Square Mall	B	08701	Add	5-15-80	B estab. (2)
NY	Batavia	Genesee	Leno	S	14020	Add	1-17-80	S estab. (2)
ND	Fargo	Cass	State University	Sx	58105	Delete	1-26-80	Sx name changed. Retain ZIP Code.
ND	do	do	North Dakota State University	Sx	58105	Add	1-26-80	
ND	Grand Forks	Grand Forks	University	Sx	58202	Delete	1-26-80	Sx name changed. Retain ZIP Code.
ND	do	do	University of North Dakota	Sx	58202	Add	1-26-80	
ND	do	do	South Washington	S	58201	Add	5-16-80	S estab. (2)
OK	Bearden	Okfuskee		I	74829	Delete	7-11-80	PO disc. Change ZIP Code only. Continue address of Bearden, OK. (3)
OK	do	do		P	[illegible]	Add	7-11-80	
OR	Medford	Jackson	White City	Bx	97501	Delete	5- 1-80	Bx ZIP Code changed.
OR	do	do	do	Bx	97503	Add	5- 1-80	
PA	Carbondale	Lackawanna	Childs	B	18407	Delete	11- 3-78	B disc. Retain ZIP Code. (1)
PA	Lancaster	Lancaster	Downtown	Sx	17603	Add	7-15-79	Amend PB 21244 to estab. Sx not Bx.
TX	Hempstead	Waller		I	77445	Add	6-28-80	C estab.
TX	Segno	Polk		I	77370	Delete	7-11-80	PO disc. Change ZIP Code only. Continue address of Segno, TX. (3)
TX	do	do		P	77351	Add	7-11-80	
TX	Viboras	Starr		I	78592	Delete	7-25-80	PO disc. Change ZIP Code only. Continue address of Viboras, TX. (3)
TX	do	do		P	[illegible]	Add	7-25-80	
WV	Alexander	Upshur		I	26211	Delete	8- 8-80	PO disc. Change ZIP Code only. Continue address of Alexander, WV. (1)
WV	do	do		P	26218	Add	8- 9-80	
WV	Bluefield	Mercer	Green Valley	CPO	24701	Add	7- 1-80	CP O estab.

Delivery Services Dept., 6–12–80.

THREATENING MAIL

Mail which is addressed to President Jimmy Carter; his wife, Rosalynn Carter; his son, Jeffrey Carter; his daughter, Amy Carter; Vice President Walter F. Mondale; or his wife, Joan Adams Mondale; on the outside wrapper of which is written a threat directed against the addressee, or which otherwise appears threatening to the addressee, shall be detained, and the Inspection Service shall be promptly notified of the detention.

Similarly, threatening mail addressed to presidential candidates John B. Anderson, Edward M. Kennedy, or Ronald Reagan, shall be treated in the same manner, during the period that each continues to be a candidate. The Inspection Service may arrange for the delivery of such mail to the Director of the Secret Service or his designated agent, instead of the addressee.

Express written consent has been obtained from the addressees for these protective actions. Such actions will not automatically be taken concerning mail addressed to future presidents, vice presidents or their families, or future presidential candidates. In addition, once an officeholder leaves office, or a candidate ceases running for office, no such further actions should be taken.

Employees are reminded that existing mail security and mail cover regulations (DMM 115, ASM 213) continue in effect unchanged, so that, among other things: (1) postal employees shall not deliver to agents of the Secret Service any mail which is not addressed to such agents; (2) employees shall not report any information on the cover of any mail in postal custody to agents of the Secret Service; (3) employees shall not divulge or deliberately read the message contents of post cards; and, (4) requests by Secret Service agents, for access to, or information about, undelivered mail in postal custody, shall be referred to the Inspection Service.—*Inspection Service, 6–12–80.*

Warning Notice—Unrecovered Stolen Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)

The following money orders are void and should not be cashed: (1) All card type orders. (2) New style orders 000,000,001—199,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, KIA OB1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21248 article.

200,400,512 to 0,600
200,467,313 to 7,500
201,328,601 to 9,300
201,963,699 to 3,800
201,980,250 to 0,299
202,545,957 to 6,000
207,218,569 to 8,600
208,872,242 to 2,257
209,190,001 to 5,000
210,301,801 to 2,000
210,835,285 to 5,300
210,935,633 to 5,700
212,900,201 to 0,300
213,345,001 to 5,100
213,504,865 to 5,000
216,823,954 to 4,000
217,621,979 to 2,100
217,622,401 to 2,800
218,660,066 to 0,700
219,494,026 to 4,130
219,692,001 to 2,100
224,126,989 to 7,100
226,781,246 to 1,400
226,073,655 to 3,700
227,129,004 to 9,400
227,564,701 to 4,800
229,000,595 to 0,600
229,083,686 to 3,700
229,428,120 to 8,300
230,004,990 to 5,200
230,143,701 to 4,000
231,387,001 to 7,500
234,067,232 to 7,300
235,833,783 to 3,800
237,386,845 to 7,000
238,758,669 to 8,730
239,162,130 to 2,200
239,863,796 to 3,870
239,864,826 to 4,900
240,362,301 to 2,600
241,535,801 to 6,000
242,545,470 to 5,800
242,917,801 to 8,000
243,920,027 to 0,100
244,343,084 to 3,100
244,583,557 to 3,600
245,740,589 to 0,600
245,767,347 to 7,400
247,636,179 to 6,200
247,649,190 to 9,200
247,760,081 to 0,100
250,442,960 to 3,000
252,160,301 to 0,393
252,494,635 to 4,700
253,094,279 to 4,400
253,181,800 to 1,900
253,641,268 to 1,300
254,680,851 to 0,900
259,412,918 to 2,954
261,707,201 to 7,400
261,766,701 to 6,800
262,740,206 to 0,300
263,414,901 to 5,800
264,474,080 to 4,300
266,472,561 to 2,860
268,746,401 to 6,500
270,677,679 to 7,696
272,291,501 to 1,600
274,450,824 to 0,900
274,873,716 to 4,100
275,288,303 to 8,700
278,286,361 to 6,400
278,737,201 to 7,300
278,846,365 to 6,600
282,204,343 to 4,700
282,909,819 to 9,900
284,943,445 to 3,500
285,397,992 to 8,400
286,837,601 to 7,900
288,349,047 to 9,500
288,657.574 to 7,600
291,853,923 to 3,969
295,946,650 to 6,661
296,077,001 to 7,053
296,077,201 to 7,300
297,173,660 to 3,900
297,213,342 to 3,500
297,444,801 to 5,500
297,700,501 to 0,700
298,072,101 to 2,600
299,902,655 to 2,700
305,253,101 to 3,600
306,165,495 to 5,500
306,698,463 to 8,500
306,933,345 to 3,400
307,200,601 to 1,000
307,806,061 to 6,100
310,917,957 to 8,100
310,956,020 to 6,200
311,577,901 to 8,100
311,994,658 to 4,700
314,162,132 to 2,200
315,105,301 to 5,500
315,788,118 to 8,140
317,630,301 to 0,400
321,087,737 to 7,800
321,272,306 to 2,400
321,489,229 to 9,300
322,180,820 to 1,000
323,294,360 to 4,400
323,296,838 to 6,856
323,297,695 to 7,730
323,485,231 to 5,240
323,997,101 to 7,400
326,023,246 to 3,300
328,436,401 to 6,500
331,892,798 to 3,000
332,069,432 to 9,500
336,646,801 to 7,300
336,661,265 to 1,500
336,825,701 to 7,000
336,909,925 to 0,000
337,395,212 to 5,300
338,038,706 to 8,800
338,891,701 to 2,200
339,519,801 to 9,900
339,735,184 to 5,200
340,711,001 to 3,000
341,462,701 to 2,900
343,703,708 to 3,900
343,760,901 to 1,000
343,945,919 to 5,940
344,536,201 to 6,400
344,821,230 to 1,297
344,854,601 to 4,700
345,299,801 to 9,900
345,986,501 to 6,600
347,238,201 to 8,300
347,975,946 to 5,959
348,086,296 to 6,300
348,190,501 to 0,900
349,779,757 to 9,800
351,452,949 to 3,000
351,490,001 to 0,600
353,461,741 to 1,800
355,360,601 to 1,000
357,010,401 to 0,500
357,339,409 to 9,455
358,180,401 to 0,600
359,269,750 to 9,790
359,547,122 to 7,150
359,790,481 to 0,540
359,791,901 to 1,920
359,994,676 to 4,700
361,168,730 to 8,900
361,201,906 to 2,100
363,463,501 to 4,500
363,475,801 to 6,100
363,496,901 to 7,000
363,794,701 to 5,200
365,301,401 to 1,500
374,988,860 to 8,880
375,079,981 to 80,030

MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices, including Inspection Service Forms 577, should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below). Destroy PB 21248 listing. **B. Old Style.** (Gray). **C. Counterfeit.** The listing from PB 21240 remains valid for both B. and C.

165 705 7000 to 7999
206 493 4600 to 4799
206 793 5600 to 6499
208 287 8700 to 8899
209 728 2600 to 3099
210 868 4500 to 4699
211 238 0459 to 0999
211 436 5608 to 5699
213 123 9827 to 9999
213 578 4229 to 4399
213 822 5800 to 6299
214 159 4800 to 4999
215 532 5100 to 5399
215 538 0200 to 0499
216 678 6072 to 6999
217 210 7100 to 7299
217 241 5400 to 5799
217 268 2574 to 2699
217 667 3400 to 3599
217 672 4200 to 4599
217 902 4181 to 4299
218 755 4591 to 4699
220 350 0000 to 0999
221 371 4600 to 4999
221 626 2100 to 2299
221 661 5318 to 5499
222 224 8100 to 8499
222 536 2000 to 2299
224 206 6395 to 6499
224 554 9830 to 0399
225 268 1655 to 1799
225 711 9700 to 9999
225 712 0000 to 0999
225 767 2000 to 2299
227 097 4600 to 4699
227 254 9800 to 0099
227 611 4000 to 4599
228 660 5976 to 5999
229 117 4866 to 4999
229 346 9900 to 9999
229 434 3500 to 3599
229 531 9700 to 9899
229 563 1918 to 1999
229 576 1732 to 1799
229 576 1800 to 1899
230 406 2975 to 2999
230 826 8683 to 8799
231 126 6475 to 6499
231 147 0883 to 1499
231 525 7893 to 7999
231 651 8280 to 8299
231 725 2789 to 2799
231 770 2751 to 2762
231 873 7928 to 7999
232 295 7249 to 7599
232 319 6535 to 6599
232 426 6620 to 6699
232 665 0292 to 0399
233 262 7907 to 7999
233 407 5872 to 5899
233 453 8902 to 8929
233 516 6100 to 6199
233 638 1200 to 1799
234 031 6456 to 6999
234 064 8437 to 8499
234 261 4500 to 4599
234 431 3655 to 3699
234 500 2944 to 2999
234 659 4000 to 4199
234 659 8700 to 8999
234 742 1948 to 1999
234 802 1060 to 1199
234 997 1000 to 1599
235 254 2060 to 2099
235 439 6181 to 6299
235 644 7061 to 7099
235 925 8767 to 8799
236 145 5082 to 5099
236 388 4842 to 5099
236 467 6573 to 6599
236 566 2555 to 2599
236 576 9520 to 9599
236 656 6422 to 6499
236 755 8000 to 8099
236 937 5803 to 5999
236 941 5400 to 5499
237 413 7500 to 7599
237 423 4111 to 4199
237 457 5600 to 5699
237 457 5800 to 5899
237 574 8657 to 8799
237 702 6823 to 6899
237 702 6921 to 6999
238 165 7700 to 7799
238 169 7587 to 7599
238 377 4508 to 4599
238 377 4607 to 4699
238 586 3100 to 3299
239 199 0700 to 1099
239 204 9916 to 9999
239 481 4728 to 4799
239 549 7116 to 7499
239 575 2000 to 2199
239 596 4800 to 4999
239 640 5708 to 5728
239 724 1489 to 1499
239 985 7000 to 7499
240 042 3151 to 3169
240 108 6501 to 6599
240 252 6400 to 6899
240 256 2900 to 3199
240 559 4363 to 4399
240 639 3561 to 3599
240 855 7000 to 7099
240 901 5900 to 5999
241 081 9274 to 9299
241 224 7209 to 7299
241 685 5124 to 5199
241 694 1800 to 1899
241 753 7766 to 7799
241 902 2600 to 2799
242 021 2262 to 2499
242 327 4984 to 4999
242 576 1609 to 1699
242 585 4155 to 4299
242 591 4500 to 4699
242 605 0000 to 0999
242 621 8314 to 8399
242 781 0789 to 0799
242 816 1337 to 1399
243 112 4109 to 4120
243 228 7200 to 7499
243 766 6730 to 6799
243 805 0000 to 0299
243 906 7800 to 8199
244 299 2000 to 2199
244 366 8800 to 8899
244 381 3024 to 3099
244 525 0719 to 0799
244 657 7700 to 7899
244 678 2333 to 2499
244 742 7748 to 7799
244 743 7100 to 7399
244 895 5575 to 5599
245 103 9300 to 9399
245 103 9400 to 9499
245 118 6754 to 6768
245 279 1420 to 1499
245 279 1510 to 1599
245 591 1626 to 1799
245 695 0346 to 0399
245 973 2677 to 2699
246 076 7300 to 7399
246 155 4048 to 4099
246 155 5000 to 5499
246 402 6511 to 6599
246 608 6300 to 6399
246 609 9545 to 9799
246 741 2082 to 2099
246 816 2600 to 2699
246 973 1372 to 1399
247 012 0500 to 0599
247 066 9300 to 9399
247 086 4200 to 4299
247 113 5635 to 5699
247 490 1960 to 1999
247 490 2086 to 2099
247 497 4000 to 4099
247 544 0200 to 0214
247 575 4400 to 4499
247 929 6417 to 6799
247 983 1511 to 1899
248 120 4322 to 4399
248 244 7246 to 7299
248 317 7624 to 7699
248 397 2163 to 2199
248 423 4864 to 4999
248 440 7916 to 7971
248 718 7317 to 7399
249 680 4872 to 4899
249 945 6900 to 6999
249 996 6000 to 6099
249 996 6300 to 6499
250 452 4971 to 4999
250 483 0600 to 0699
250 547 7046 to 7099
250 565 7029 to 7099
250 833 7200 to 7399
250 951 4340 to 4363
250 991 9778 to 9799
251 518 6281 to 6399
251 964 6056 to 6199
251 997 2913 to 2999
252 171 2041 to 2056
252 206 2101 to 2199
252 206 9532 to 9599
252 235 4400 to 4499
252 235 4581 to 4899
252 238 2299 to 2399
252 432 6988 to 6999
252 891 1159 to 1199
253 175 2670 to 2699
253 192 7311 to 7399
253 293 5931 to 5940
253 446 4033 to 4099
253 547 6013 to 6049
253 547 6054 to 6099
253 747 6924 to 6999
254 107 8590 to 8599
254 107 8913 to 8999
254 259 8867 to 8899
254 259 8951 to 9099
254 740 8408 to 8445
255 150 5300 to 5399
255 176 5373 to 5399
255 276 0949 to 0999
255 857 4749 to 4799
256 140 5400 to 5499
256 193 5100 to 5159
258 480 2600 to 2899
258 618 0254 to 0299
258 643 2765 to 2774
258 950 5217 to 5299
258 950 5433 to 5499
259 227 0000 to 1499
259 745 1300 to 1499
259 950 3053 to 3099
259 950 3300 to 3499
260 479 3500 to 3599
261 533 2067 to 2299
800 502 3000 to 3999
800 941 7900 to 7999
801 278 3600 to 3999
801 579 6056 to 6098
801 629 1900 to 1999
802 029 5199 to 8999
802 265 0575 to 1999
802 774 0000 to 4999

UNITED STATES POSTAL SERVICE
WASHINGTON, D.C. 20260
OFFICIAL BUSINESS

PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE, $300

U.S.MAIL

FIRST CLASS

Schedule. The Postal Bulletin is published every Thursday by the Directives and Forms Division of the U.S. Postal Service, Washington, DC 20260.

Distribution. The Bulletin is received by all postal facilities.

Effective Period. Postal Bulletin articles are effective for six months unless otherwise specified.

Index. A quarterly index of Bulletin articles appears early in the months of January, April, July, and October.

Orders.

Public sale:
  Superintendent of Documents
  U.S. Government Printing Office
  Washington, DC 20402
    Single copy: $1.25; $1.60 foreign
    Subscription: $52.00; $62.50 for foreign mailing

Postal facilities:
  For one time orders, send Form 7380 to the Eastern Area Supply Center.
  To change quantity received, send Form 1286 to the Directives and Forms Division, giving justification.

21250

UNITED STATES POSTAL SERVICE U.S.MAIL

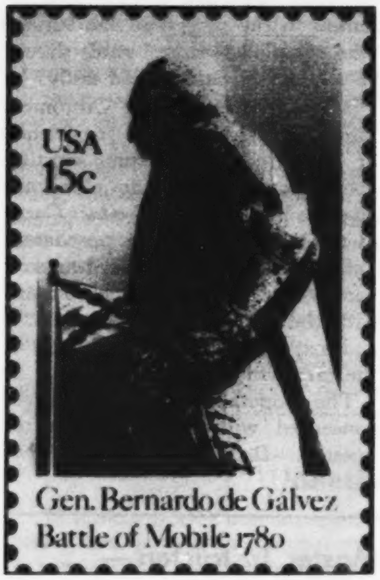
postal bulletin

PB 21250—June 19, 1980—16 Pages

15-Cent Galvez Commemorative Stamp

Description. The 15-cent General Bernardo de Galvez commemorative stamp will be first placed on sale at New Orleans, LA 70113 on July 23, 1980. Galvez, a major contributor to the winning of the American Revolution, relinquished his governorship of Spanish Louisiana, organized a military force and launched a campaign aimed at defeating the British.

Do Not Sell Before July 24, 1980



Copyright U.S. Postal Service 1980

Size: .84 x 1.42 inches.
Issued in sheets of 50.
Colors: Yellow, red, blue and brown.
Marginal markings: One plate number, ©United States Postal Service 1980, Use correct ZIP Code, and Mr. ZIP.®
Designer: Roy H. Andersen.

Collectors. First-day cover cancellations may be obtained by one of the following methods:

a. Customers Affixing Stamps. Customers are encouraged to purchase stamps at local post offices and affix them to their envelopes. All envelopes must be addressed. Peelable address labels are recommended and a filler card of postal card thickness should be inserted in each cover. Orders must be postmarked by August 7, 1980 and should be addressed to: Customer-Affixed Envelopes, Postmaster, New Orleans, LA 70113. No remittance is required.

b. Postal Service Affixing Stamps. Request first-day cancellations from: Galvez Stamp, Postmaster, New Orleans, LA 70113 (see POM 244.53). Requests must be postmarked no later than August 7, 1980. Remittance is required for the face value of each stamp.

Selected United States mint stamps will be available at the Philatelic Sales Division, Washington, DC 20265 beginning July 24, 1980.

Supply. All post offices under the automatic distribution system will receive an initial supply of these stamps. However, because of production difficulties at the Bureau of Engraving and Printing, some post offices will receive less than the normal distribution quantities automatically furnished on a 50-subject commemorative. **No supplemental bulk requisitions will be honored at the Bureau of Engraving and Printing for item 485.**

All post offices requiring additional stamps in less than bulk quantities, requisition on separate Form 17, *Stamp Requisition,* from stamp distribution office.

Panels. A limited number of 8½ by 11¼-inch commemorative series stamp panels will only be available through mail order from the Philatelic Sales Branch, Washington, DC 20265. The panels are printed on heavy art paper suitable for mounting.—*Customer Services Dept., 6–19–80.*

Change in Titles

Effective pay period 14–80, employees in occupation codes with foreman titles will automatically be converted by the ELRIC to new occupation codes with supervisor titles. Incumbents of positions with the old titles will receive a Form 50 advising of the change in their title. This is merely an administrative action and will not affect pay, level or duty assignment.—*Employee Relations Dept., 6–19–80.*

Authorization and Release of Information

A new edition of Form 2181, *Authorization and Release,* has been distributed to the supply centers. Effective immediately, all personnel officers and others who process Postal Service employees for security background investigations must use the March 1980 edition. All previous editions should be destroyed.—*Inspection Service, 6–19–80.*

DMM Revision

ZIP Code Correction

The ZIP Code for the San Francisco Dead Parcel Branch has been changed from 94101 to 94105. The DOMESTIC MAIL MANUAL (159.551b) will be revised accordingly.—*Rates & Classification Dept., 6–19–80.*

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JUL 1 1980
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P 1.3:

To All Post Offices

Temporary Mail Detention Orders

You may be receiving customer requests to trace mail addressed to the following name(s) and address(es):

Consolidated Reliance Agency
Postal Unit [sic; P.O. Box] 17403
North Broadway Station [sic]
[San Antonio], Texas 78217
Effective date **4/16/80**

Financial Advisor Services
P.O. Box 13703
San Antonio, Texas 78213
Effective date **4/16/80**

American Association of Home Income Programs
Postal Unit [sic, P.O. Box] 29309
Santx. [sic]
[San Antonio], Texas 78229
Effective date **4/16/80**

Ladies Financial Security Program
P.O. Box 3340
Per Beitel Station [sic]
[San Antonio], Texas 78233
Effective date **4/16/80**

Telestar, Inc.,
Telestar Incorporated
Telstar Incorporated
200 S. Front St.
Wormleysburg, PA 17043
Effective date **1/30/80**

Deans Publishing Co.
1226 Grove Way
Hayward, CA 94571
Effective date **5/2/80**

Atlas Publishing
16639 E. 14th St.
San Leandro, CA 94570
Effective date **5/20/80**

Beneficial Publishing Co.
681 Ellis Street
San Francisco, CA 94109
Effective date **5/11/80**

Liberty Publishing
P.O. Box 645
Angwin, CA 94508
Effective date **5/30/80**

Paul Harvey
515 North Hunter St.
Stockton, CA 95202
Effective date **4/23/80**

Paul Harvey
540 N. California St.
Stockton, CA 95202
Effective date **4/23/80**

Marcel Publishing Co.
2346 Alum Rock Avenue
San Jose, CA 95116
Effective date **5/11/80**

Phillips Envelope Co.
P.O. Box 1501
Salinas, CA 93902
Effective date **5/11/80**

Cambridge Diet
Garden Road
Monterey, CA 93940
Effective date **6/11/80**
(Outgoing mail also detained)

Mail thus addressed and relating to an alleged violation of the postal false representations and lottery statute (39 U.S.C. § 3005), is being detained in the office of delivery, pursuant to an order of a Federal District Court under the authority of 39 U.S.C. § 3007.

For further information call Consumer Protection Division, Law Department, Headquarters (202) 245–4385.—*Law Dept., 6–19–80.*

Migratory Waterfowl Survey

The Postal Service is again cooperating with the U.S. Fish and Wildlife Service, Department of the Interior, in a survey to measure the harvest of migratory waterfowl during the next hunting season. Certain postal facilities have been selected to participate in this conservation-oriented survey, which requires that *Survey Contact Cards* be distributed by postal employees to **all** purchasers of Migratory Bird Hunting and Conservation Stamps (duck stamps), including stamp collectors and nonhunters, as well as hunters.

The selected offices (and only these offices) are being mailed parcels of Form 3–1823, *Survey Contact Cards* (hunter address cards), for distribution to purchasers of duck stamps. Instructions for issuing the cards and an acknowledgment form (M.S. No. 7) will accompany each parcel of *Survey Contact Cards*. The postmaster will inform employees of the survey instructions and acknowledge receipt of the cards on Form M.S. No. 7.

In some cities, not all stations and branches will participate in the survey. In those cities, postmasters will be sent individual parcels of *Survey Contact Cards* only for those outlets selected to participate. Only the designated outlets will distribute the cards.

Instructions for handling Survey Contact Cards, FORM 3–1823, at outlets participating in the survey:

All duck stamp purchasers, regardless of why they buy the stamps, should be given one of these cards.

Single Stamp Sales. Before purchasing a duck stamp, the customer is given a *Survey Contact Card* and requested to fill out and detach the address portion, returning it to the postal employee for mailing. The purchaser keeps the stub (hunting diary) portion of the card to record daily hunting activity. This is to be copied onto a questionnaire sent to the customer at the end of the hunting season. The stamp is given to the customer upon completion of the address card. The cooperation of the customer, although voluntary, is essential to the success of the survey. The completed address cards should be postmarked and mailed **daily**.

Multiple Stamp Sales. Customers purchasing duck stamps for friends or for distribution from sporting goods stores or hunting clubs are given as many *Survey Contact Cards* as the number of stamps purchased, and are asked to give a card to each person receiving one of their stamps with the request to fill out, detach, and mail the postage-paid portion of the card without delay.

The cooperation of all postmasters concerned with this survey is requested.—*Delivery Services Dept., 6–19–80.*

Master Instructors—Postmaster Positions

The current initial areas of consideration for postmaster vacancies restrict master instructors assigned to the Postal Service Training and Development Institute to applying for postmaster vacancies only in their home region.

Effective this date, SPECIAL POSTAL BULLETIN 21208 (9–10–79), Postal Manager's Merit Selection Program, is revised to allow master instructors to apply for postmaster vacancies nationwide. The initial area of consideration for all other applicants remains unchanged.—*Employee & Labor Relations Group, 6–19–80.*

International Mail—Return Receipt

Many customers question the delivery of an item of registered or insured mail because Form 2865, *Return Receipt,* shows the signature of an official of a foreign postal administration rather than the signature of the addressee. Postal employees should inform customers that return receipts for registered or insured mail delivered in other countries are completed in accordance with the requirements of the country making delivery. These requirements vary according to the country involved. Some foreign postal administrations do not furnish the signature of the addressee on return receipts or furnish it only under specified conditions.

The regulations of the Universal Postal Union allow member countries to deliver registered and insured mail without requiring return receipts to be signed by the addressee. In these countries a postal employee's initials on the Form 2865, reports that the article was duly delivered. Form 2865 contains a statement advising that the return receipt can be signed by the addressee or his authorized agent or, if the internal regulations of the country of destination permit, it may be signed or initialed by an official at the post office of destination.

Countries which allow restricted delivery service have agreed to deliver the article to the addressee in person. Again, the internal regulations of the country making delivery apply when completing return receipts.

Listed below are the countries or territories where the addressee does not sign the return receipt. Some of the countries listed below allow restricted delivery service, which means the mail piece is delivered to the addressee only, but the postal employee initials the return receipt.

Country	Addressee Signs	Restricted Delivery
Burundi	No	No
Byelorussia	No	Yes
Comoros	No	No
St. Pierre and Miquelon.	No	No
French Southern and Antarctic Territories.	No	No
British Indian Ocean Territory.	No	No
Pitcairn Islands	No	No
Guinea	No	No
Indonesia	No	No
Lesotho	No	No
Malawi	No	No
Morocco	No	No
Vietnam	No	No
Tonga	No	No
Trinidad and Tobago.	No	No
Ukraine	No	Yes
Soviet Union	No	Yes

—Rates & Classification Dept., 6–19–80.

Supply Center Requisitions

Before the automation of requisition processing at supply centers, personal attention was given to errors, notations, and written justifications.

Under the automated system, requisitions are given to data processing operators who key in FEDSTRIP and finance numbers, item numbers, and quantities as they appear on requisitions without interpretation or qualification. The following instructions on the preparation of requisitions amplify those in Publication 24, *Supply Catalog:*

Item numbers or form numbers should be written on a supply requisition *exactly* as they appear in Publication 22 or Publication 24. For example, Item 0402A, clips, paper, wire, regular gem pattern, has to appear on the 7380 Requisition just as shown: 0402A, not 0–402A or 0402–A, or any other combination.

Check Publications 24 and 22 for the correct unit of issue before ordering. Under the automated system, unit of issue designators are not required on Form 7380, Supply Center Requisition, April 1979.

Do not write notes or justifications, etc., on the Form 7380. If necessary, attach a routing slip or memorandum to the front of the requisition. Include your FEDSTRIP and finance number on the attachment.

If an incorrect or incomplete shipment of supplies or forms is received by an office, personnel responsible should send a memorandum (with the Form 4686A, *Shipping Order,* attached) to the supply center involved. The supply center will then make adjustments and provide the office with disposition instructions and issue the proper credits or charges.

Submit complaints about insufficient quantities to the appropriate supply center on a routing slip or memorandum. These must include the FEDSTRIP and finance number, cost ascertainment group of your office, justification for the increase, and previous annual usage of the item or form in question.

The above guidelines and instructions will be incorporated in the next revision to Publication 24.—*Procurement & Supply Dept., 6–19–80.*

All Postal Installations

Unanchored Boxes

All standard collection boxes, relay boxes, and boxes with motorist mail chutes must be securely anchored at the time they are installed or relocated so that they cannot be moved or tipped over. This includes boxes inside buildings, in arcades, and in malls.

All street letterbox and relay equipment must be positioned to insure maximum safety for postal employees and the public. Failure to properly anchor or position these boxes has caused serious accidents and expense to the Postal Service. Additional injuries have been caused by anchor bolts which have been left protruding from the sidewalk. Postal Service employees responsible for maintenance of relay and collection boxes must remove anchor bolts when boxes are removed or relocated.

In conjunction with regular reporting requirements, and to insure compliance with regulations, a special survey of all street letterbox and relay box equipment will be made at all postal installations during the week of July 5–11.

All route carriers and collectors will examine each collection and relay box on their routes and report on Form 1621, *Carriers Route Report,* boxes not properly positioned or anchored. Where the survey discloses no deficiencies, the Form 1621 should so note.

Managers or Postmasters are responsible for the inspection of all boxes not examined by foot or motorized carriers. Have these boxes checked by collectors, regular special delivery messengers, or other postal personnel. Information regarding improperly anchored or positioned boxes will be summarized for each unit and sent to the maintenance office with responsibility for that area for prompt correction.—*Delivery Services Dept., 6–19–80.*

All Personnel Processing Mail for Dispatch Abroad

Foreign Order Notice 11

Keep all foreign order notices for use as reference.

A tentative *Lottery order* has been issued against:

CANADA

Toronto, Ontario

Millions
P.O. Box 6722, Postal Station A

Manotick, Ontario

Loto Charity Foundation
68 Island Park Dr., Box 822

Vancouver, B.C.

National Services
Box 7777

IRELAND

Monkstown, Co. Dublin

Catherine Bolger
54 Abbey Road

Rathmines, Dublin 6

Mary Murphy
35 Beechwood Park

Malahide, Dublin

Miss Anne Desmond
142 Gaybrook Lawns

Cappoquin, Co. Waterford

Joan Dovey
Richmond Guest House

Patrickswell, Co. Limerick

Anne Duffy
Cloonanna

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to the Postmaster of New York, NY 10001, Attention: Claims, Inquiry and Undeliverable Mail, Room 4508. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all SCFs and designated International Exchange Offices.—*Judicial Officer, 6–19–80.*

THE ORANGE AND BLUE POUCH IS TO BE USED FOR EXPRESS MAIL SERVICE ONLY.

Gold Medallion Program Delayed

The Gold Medallion brochures (order forms) have been delayed in printing. The promotional materials will not reach post offices for the June 16 starting date for the acceptance of orders. Therefore, the program has been postponed until *July 15.*

Classified postal facilities must not display the counter cards and brochures before that date. Acceptance and datestamping of orders for both half-ounce and one-ounce medallions will also begin on July 15.

Ignore the incorrect starting dates on the instruction sheet shipped with the promotional materials.

The Mint toll-free telephone line has a message explaining the delay to customers. Signs distributed by the Bureau of the Mint may be posted in lobbies to tell customers of the delay.

Facility managers should contact their main offices or MSCs if they do not receive the promotional materials by July 10.—*Delivery Services Dept., 6–19–80.*

International Mail—Estonia, Latvia and Lithuania

Recently, the Union of Soviet Socialist Republics advised that the maximum weight limit for air and surface parcels mailed to the USSR is 22 pounds, which is a reduction from the previous 44 pound limit. This change appeared in POSTAL BULLETIN 21234 (2–28–80). This 22-pound maximum weight limit also applies to Estonia, Latvia and Lithuania.

In Publication 42, *International Mail,* make a write-in change in Appendix B, Individual Country Information for Estonia, Latvia and Lithuania, Parcel Post—Weight Limit, to reflect the 22-pound weight limit. Also, make a write-in change to Appendix A, Air Parcel Rates—Parcel Post, Maximum Weight Limit, for Estonia, Latvia and Lithuania to reflect the 22-pound weight limit.

These changes will be incorporated in the INTERNATIONAL MAIL MANUAL which will replace Publication 42, *International Mail.—Rates & Classification Dept., 6–19–80.*

Be Sure

That Proper Postage

Is Paid On All Letters

And Packages

Correction

Non-Foreign Per Diem Rate

The non-foreign per diem rate changes published in POSTAL BULLETIN 21249 (6–12–80), effective April 30, were printed out of sequence. A revised list follows:

Locality:	*Maximum Rate*
Alaska:	
Adak [1]	$9.65
*Anchorage	72.00
*Barrow	111.00
*Bethel	93.00
*Cold Bay	74.00
*College	67.00
*Cordova	84.00
*Deadhorse	94.00
Dillingham	83.00
Dutch Harbor	82.00
*Eielson AFB	67.00
*Elmendorf AFB	72.00
Fairbanks	67.00
*Ft. Richardson	72.00
*Ft. Wainwright	67.00
*Kodiak	84.00
Kotzebue	91.00
*Murphy Dome	67.00
Noatak	91.00
Nome	90.00
Noorvik	91.00
Shemya AFB [2]	11.00
Shungnak	91.00
*Spruce Cape	84.00
Tanana	90.00
Valdez	70.00
Wainwright	79.00
Other	62.00
American Samoa	54.00
*Guam, M.I.	60.00
Hawaii:	
Hawaii	59.00
Kauai	55.00
Maui	54.00
Molokai	54.00
Oahu	70.00
Other	54.00
Johnston Atoll	15.00
Midway Islands [1]	9.65
Puerto Rico:	
Aguadilla (Incl. CG Air Station Borinquen)	63.00
Bayamon:	
12/16–5/15	102.00
5/16–12/15	75.00
Carolina:	
12/16–5/15	102.00
5/16–12/15	75.00
Dorado	54.00
Fajardo:	
12/16–5/15	102.00
5/16–12/15	75.00
Ft. Buchanan: (Incl. GSA Service Center, Guaynabo):	
12/16–5/15	102.00
5/16–12/15	75.00
Mayaguez	63.00
Ponce (Incl. Ft. Allen NCS)	58.00
Roosevelt Roads:	
12/16–5/15	102.00
5/16–12/15	75.00
Sabana Seca:	
12/16–5/15	$102.00
5/16–12/15	75.00
San Juan (Incl. San Juan Coast Guard Units):	
5/16–12/15	75.00
Other	63.00
Virgin Islands of U.S.:	
12/1–4/30	89.00
5/1–11/30	65.00
Wake Island [2]	17.00
Other localities	15.00

[1] Commercial facilities are not available. This per diem rate covers charges for meals in available facilities plus an additional allowance for incidental expenses and will be increased by the amount paid for Government quarters by the traveler.

[2] Commercial facilities are not available. Only Government owned and contractor operated quarters and mess are available at this locality. This per diem rate is the amount necessary to defray the cost of lodging, meal, and incidental expenses.

*Indicates new locality or change in maximum rate.

NOTE: Eleven locations in Alaska have been deleted; use the maximum rate shown for "Other".

—*Finance Dept., 6–19–80.*

Duty Status Report

The Form CA–17, *Duty Status Report,* has been revised by the Department of Labor, Office of Workers' Compensation Programs. The CA–17 provides employing agencies with medical information regarding the physical limitations caused by the injury-related disability. With such evidence, the agency can evaluate the injured employee's ability to perform regular duty or suitable limited-duty work. The revised Form CA–17 provides both the attending physician and the employing agency with additional information for use in making a determination regarding the employee's duty status.

Of primary significance is the requirement in Item 7 that the supervisor provide exposure information and the physical requirements of the employee's regular work. This information will assist the attending physician in determining whether the employee is able to perform such regular work in either a full-time or part-time basis.

The area supply centers are now stocked with the new forms. It is dated July 1979 in the lower right corner. All previous editions of Form CA–17 are obsolete.—*Employee Relations Dept., 6–19–80.*

Application for Deposit or Redeposit

To reduce the backlog of retirement and survivor benefit applications, the Office of Personnel Management (OPM) has suspended processing SF 2803s, *Application for Deposit or Redeposit,* and all available staff are processing annuity applications.

OPM is notifying employees who have already filed an SF 2803 to expect a delay of several months in the processing of the application. The Postal Data Centers (PDCs) should not forward SF 2803s to OPM during this suspension. Applications may continue to be forwarded to the PDCs for verification of service. The PDCs will hold the applications until OPM resumes processing. Inform employees wishing to file an SF 2803 that the filing of this application, and the payment of a deposit or redeposit, may be delayed without detriment to the employee. The amount due for deposit or redeposit is payable at any time so long as the employee remains employed in a position covered by the Civil Service Retirement law. It is also payable when an employee (or the employee's survivor) applies for retirement. Pamphlet 18 (Section C), *Your Retirement System,* contains information concerning the effect and advisability of making deposits and redeposits.

Retirees are automatically given an opportunity to make a redeposit when the retirement application is processed. Employees who are anticipating retirement within the next 3 to 4 months should not file SF 2803. If a retiring employee wants information about a deposit for a period of service for which deductions were not withheld, attach a request for this information to the application for retirement.

An article will be published in the POSTAL BULLETIN when OPM resumes processing these applications.—*Employee Relations Dept., 6–19–80.*

Wanted Circular Canceled

Destroy the Wanted Circular issued March 10, 1974, for postal offender **Marcus Morteza Soheyly.**—*Inspection Service, 6–19–80.*

NEW MULTI-CODED POST OFFICES

[Supplemental to the 1980 National ZIP Code & Post Office Directory (Pub. 65)]

The following post offices will become MULTI-Coded on July 1, 1980. This will necessitate referring to the street address, etc. to determine the correct ZIP Code. These new street listings will appear in the 1981 National ZIP Code & Post Office Directory, Pub. 65 and Pub. 65A in January 1981.

ZIP–A–LIST magnetic tapes will be available to mailers on July 15, 1980. To obtain these tape files customers should contact their local Postmasters or Customer Services Representatives. A list of addresses (Street, Post Office Box numbers, etc.) will be available in hard copy from the individual Post Offices involved.

State	Name of post office	County/parish	Name of station, branch, or unit	Type S/B	ZIP Code	Change action	Effective date	Explanation of change
CA	Oxnard	Ventura		MPO	93030	Change	7- 1-80	
CA	do	do	MPO (PO Box Section).	MPO	93031	Add	7- 1-80	
CA	do	do	MPO (Delivery Area).	MPO	93033	Add	7- 1-80	
CA	do	do	Federal Building (Delivery Area).	Sx	93030	No change	7- 1-80	
CA	do	do	Federal Building (PO Box Section).	Sx	93032	Add	7- 1-80	
CA	do	do	Saviers	Sx	93030	Delete	7- 1-80	
CA	do	do	do	Sx	93033	Add	7- 1-80	
CA	do	do	Saviers (PO Box Section).	Sx	93034	Add	7- 1-80	
CA	Palm Springs	Riverside		MPO	92262	Change	7- 1-80	
CA	do	do	MPO (PO Box Section).	MPO	92263	Add	7- 1-80	
CA	do	do	MPO (Delivery Area).	MPO	92264	Add	7- 1-80	
CA	Redding	Shasta		MPO	96001	Change	7- 1-80	
CA	do	do	MPO (Delivery Area).	MPO	96002	Add	7- 1-80	
CA	do	do	do	MPO	96003	Add	7- 1-80	
CA	do	do	MPO (PO Box Section).	MPO	96099	Add	7- 1-80	
CA	do	do	Enterprise	Bx	96001	Delete	7- 1-80	
CA	do	do	do	Bx	96002	Add	7- 1-80	
CA	do	do	Enterprise (PO Box Section).	Bx	96049	Add	7- 1-80	
CA	do	do	Wildwood	CPO	96001	No change	7- 1-80	
CA	Santa Maria	Santa Barbara		MPO	93454	Change	7- 1-80	
CA	do	do	MPO (PO Box Section).	MPO	93456	Add	7- 1-80	
CA	do	do	MPO (Delivery Area).	MPO	93455	Add	7- 1-80	
CA	do	do	Orcutt	Bx	93454	Delete	7- 1-80	
CA	do	do	do	Bx	93455	Add	7- 1-80	
FL	Casselberry	Seminole		MPO	32707	Change	7- 1-80	
FL	do	do	MPO (Delivery Area).	MPO	32708	Add	7- 1-80	
FL	do	do	Winter Springs	CPO	32708	Add	7- 1-80	
IL	Downers Grove	Du Page		MPO	60515	Change	7- 1-80	
IL	do	do	MPO (Delivery Area).	MPO	60516	Add	7- 1-80	
IL	do	do	do	MPO	60517	Add	7- 1-80	
IL	do	do	Woodridge	B	60515	Delete	7- 1-80	
IL	do	do	do	B	60517	Add	7- 1-80	
IL	Naperville	do		MPO	60540	Change	7- 1-80	
IL	do	do	MPO (PO Box Section).	MPO	60566	Add	7- 1-80	
IL	do	do	MPO (Delivery Area).	MPO	60565	Add	7- 1-80	
IN	Elkhart	Elkhart		MPO	46514	Change	7- 1-80	
IN	do	do	MPO (Delivery Area).	MPO	46515	Add	7- 1-80	
IN	do	do	do	MPO	46516	Add	7- 1-80	
IN	do	do	do	MPO	46517	Add	7- 1-80	
IN	do	do	Concord Mall	S	46514	Delete	7- 1-80	
IN	do	do	do	S	46517	Add	7- 1-80	
IN	do	do	Pierre Moran	S	46514	Delete	7- 1-80	
IN	do	do	do	S	46517	Add	7- 1-80	
IN	do	do	Parkmor	S	46514	No change	7- 1-80	
NH	Concord	Merrimack		MPO	03301	Change	7- 1-80	
NH	do	do	MPO (Delivery Area).	MPO	03301	No change	7- 1-80	
NH	do	do	Penacook	Sx	03301	Delete	7- 1-80	
NH	do	do	do	Sx	03303	Add	7- 1-80	
NJ	Toms River	Ocean		MPO	08753	Change	7- 1-80	
NJ	do	do	MPO (Delivery Area).	MPO	08757	Add	7- 1-80	
NJ	do	do	South Toms River	B	08753	Delete	7- 1-80	
NJ	do	do	do	B	08757	Add	7- 1-80	
TX	Cypress	Harris		MPO	77429	Change	7- 1-80	
TX	do	do	MPO (Delivery Area).	MPO	77433	Add	7- 1-80	
TX	Katy	do		MPO	77450	Change	7- 1-80	
TX	do	do	MPO (Delivery Area).	MPO	77449	Add	7- 1-80	
TX	Killeen	Bell		MPO	76541	Change	7- 1-80	
TX	do	do	MPO (PO Box Section).	MPO	76540	Add	7- 1-80	
TX	do	do	MPO (Delivery Area).	MPO	76542	Add	7- 1-80	
TX	Missouri City	Fort Bend		MPO	77459	Change	7- 1-80	
TX	do	do	MPO (Delivery Area).	MPO	77489	Add	7- 1-80	
TX	Pearland	Brazoria		MPO	77581	Change	7- 1-80	
TX	do	do	MPO (Delivery Area).	MPO	77584	Add	7- 1-80	
TX	Sugar Land	Fort Bend		MPO	77478	Change	7- 1-80	
TX	do	do	MPO (Delivery Area).	MPO	77479	Add	7- 1-80	
TX	Temple	Bell		MPO	76501	Change	7- 1-80	
TX	do	do	MPO (Delivery Area).	MPO	76502	Add	7- 1-80	
TX	Texas City	Galveston		MPO	77590	Change	7- 1-80	
TX	do	do	MPO (Delivery Area).	MPO	77591	Add	7- 1-80	

NEW MULTI-CODED POST OFFICES—Continued

State	Name of post office	County/parish	Name of station, branch, or unit	Type S/B	ZIP Code	Change action	Effective date	Explanation of change
WI	Appleton	Outgamie		MPO	54911	Change	7- 1-80	
WI	do	do	MPO (Delivery Area)	MPO	54914	Add	7- 1-80	
WI	do	do	do	MPO	54915	Add	7- 1-80	
WI	do	do	MPO (PO Box Section).	MPO	54912	Add	7- 1-80	
WI	do	do	MPO (PO Bcx Section).	MPO	54913	Add	7- 1-80	
WI	do	do	Valley Fair	B	54911	Delete	7- 1-80	
WI	do	do	do	B	54915	Add	7- 1-80	
WI	Janesville	Rock		MPO	53545	Change	7- 1-80	
WI	do	do	MPO (Delivery Area)	MPO	53546	Add	7- 1-80	

—*Delivery Services Dept., 6–19–80.*

POST OFFICE CHANGES NO. 21

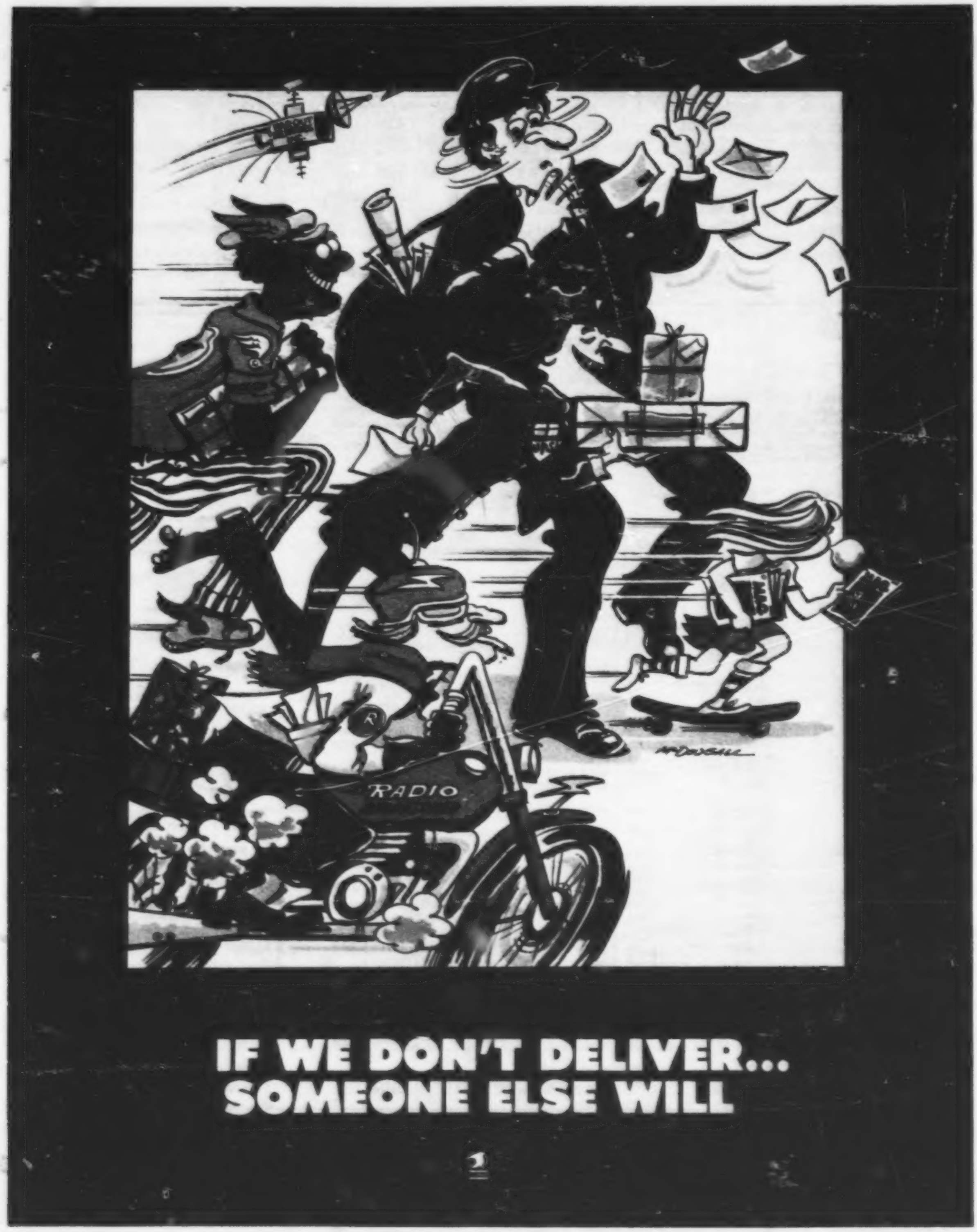
(Supplemental to 1980 National ZIP Code and Post Office Directory.)

Abbreviations: **B=Branch. C=City Delivery.** Conv.=Converted. CPO=Community Post Office. Disc.=Discontinued. Estab.=Established. F=Finance. Fac.=Facility. I=Independent Post Office. IC=Independent City. MOU=Money Order Unit. MPO=Main Post Office. MR=Mailing Restrictions (from Part 125 DMM) apply. NP=Nonpersonnel. NZCD=National ZIP Code and Post Office Directory. P=Postal facility discontinued, name retained for address purposes. Resc.=Rescinded. S=Station. x=Classified. (Contract stations and branches do not have the symbol "x" following the symbol of type of installation.)

Symbols: (1)=Officially closed on date shown. Notice is for administrative record purposes. (2)=Officially established on date shown. Notice is for administrative record purposes. (3)=All services previously terminated. Date shown is official discontinued date for administrative purposes.

State	Name of post office	County/parish	Name of station, branch, or unit	Type S/B	ZIP Code	Change action	Effective date	Explanation of change
AL	Bolling	Butler		I	36007	Delete	7-25-80	PO disc. Change ZIP Code only. Continue address of Bolling, AL (3)
AL	do	do		P	36033	Add	7-25-80	
AL	Nixburg	Coosa		I	36058	Delete	7-25-80	PO disc. Change ZIP Code only. Continue address of Nixburg, AL (3)
AL	do	do		P	36026	Add	7-25-80	
AR	Fargo	Monroe		I	72049	Delete	7-25-80	PO disc. Change ZIP Code only. Continue address of Fargo, AR (3)
AR	do	do		P	72021	Add	7-25-80	
FL	Miami	Dade	FPO 34052	B	34052	Delete	6-30-80	FPO disc.
GA	Raymond	Coweta		I	30271	Delete	7-25-80	PO disc. Change ZIP Code only. Continue address of Raymond, GA (3)
GA	do	do		P	30263	Add	7-25-80	
GA	Lollie	Laurens		I	30433	Delete	7-28-80	PO disc. Change ZIP Code only. Continue address of Lollie, GA (3)
GA	do	do		P	31021	Add	7-28-80	
GA	Stevens Pottery	Baldwin		I	31088	Delete	8- 1-80	PO disc. Change ZIP Code only. Continue address of Stevens Pottery, GA (1)
GA	do	do		P	31031	Add	8- 1-80	
IN	Ober	Starke		I	46560	Delete	8- 8-80	PO disc. Change ZIP Code only. Continue address of Ober, IN (3)
IN	do	do		P	46534	Add	8- 9-80	
KS	Selkirk	Wichita		I	67873	Delete	8- 9-80	PO disc. Change ZIP Code only. Continue address of Selkirk, KS (1)
KS	do	do		P	67861	Add	8- 9-80	
MN	Guthrie	Hubbard		I	56451	Delete	8- 8-80	PO disc. Change ZIP Code only. Continue address of Guthrie, MN (3)
MN	do	do		P	56461	Add	8- 8-80	
NY	Elmira	Chemung	Downtown	Sx	14901	Add	6- 6-80	Sx estab. (2)
NY	New York	New York	APO 09215	B	09215	Add	3- 15-80	APO. estab. MR=B-C-D-U-
PA	Enola	Cumberland	West Fairview	B	17025	Delete	6- 30-71	B disc. (1)
PA	Pottstown	Montgomery	Suburbia	B	19464	Delete	1- 31-80	B disc. (1)
PA	Sharon	Mercer	Hermitage	Bx	16146	Delete	7- 1-80	Bx ZIP Code Changed.
PA	do	do	do	Bx	16148	Add	7- 1-80	
TX	Hurlwood	Lubbock		I	79328	Delete	8- 8-80	PO disc. Change ZIP Code only. Continue address of Hurlwood, TX (3)
TX	do	do		P	79407	Add	8- 8-80	
VA	Grundy	Buchanan	Roseann	CPO	24645	Delete	2- 15-80	CPO & ZIP Code disc. (1)
VA	do	do	(Mail to Grundy)	I	24614		2- 16-80	

—*Delivery Services Dept., 6–19–80.*


RADIO
MAG
McDougall
IF WE DON'T DELIVER...
SOMEONE ELSE WILL

VACANT REGULAR RURAL ROUTES 80–28

The vacant rural routes listed below will be posted for bid in accordance with the USPS–NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this POSTAL BULLETIN. Those rural carriers having special bidding rights as defined in the USPS–NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
CENTRAL REGION					
Illinois	Oakley	62552	01	43:21 (43H)	77.75
Indiana	Fort Wayne	46802	07	52:56 (44K)	63.55
Kentucky	Louisville	40222	20	46:14 (42J)	17.20
	Berry	41003	01	45:56 (42J)	97.04
	Liberty	42539	06	41:08 (41S)	88.15
	Eubank	42567	01	41:47 (42H)	67.90
	Russell Springs	42642	03	54:02 (45K)	75.55
Michigan	Pontiac	48064	02	54:03 (45K)	29.96
	Birch Run	48415	04	48:12 (44J)	55.80
	Swartz Creek	48473	07	40:05 (40H)	15.40
	Clare	48617	04	44:07 (44H)	74.19
	Pinconning	48650	01	55:34 (46K)	61.10
	Roscommon	48653	01	55:04 (46K)	73.12
	Wheeler	48662	01	42:35 (43H)	79.18
	Perry	48872	03	43:24 (43H)	37.75
	Tekonsha	49092	01	26:01 (26S)	52.30
	Adrian	49221	06	49:28 (45H)	37.45
	Remus	49340	01	41:20 (41S)	84.90
	Cheboygan	49721	03	49:46 (41K)	76.65
Minnesota	Cedar	55011	03	38:52 (39S)	52.50
	Northfield	55057	01	46:05 (42J)	71.90
	do	55057	04	40:06 (40H)	38.15
	Pine City	55063	02	45:15 (41J)	80.10
	St. Paul	55124	14	40:10 (40S)	31.40
	Big Lake	55309	01	41:34 (42H)	60.25
	Sartell	56377	01	38:38 (38H)	12.50
Missouri	Kansas City	64106	02	41:37 (42H)	22.10
	Forest City	64451	01	40:09 (40S)	111.70
	Trenton	64683	02	43:00 (43H)	96.05
	do	64683	03	42:24 (42H)	64.00
North Dakota	Cando	58324	01	41:21 (41S)	121.65
Ohio	Stone Creek	43840	01	34:01 (34S)	67.40
	Bethel	45106	01	43:26 (43H)	57.05
	Goshen	45122	02	48:16 (44J)	49.00
	Marietta	45750	07	40:04 (40H)	24.00
Wisconsin	Beloit	53511	05	44:17 (41J)	27.10
	Star Prairie	54026	01	33:00 (33S)	54.45
	Spooner	54801	02	45:55 (46H)	85.70
	Manawa	54949	02	45:40 (46H)	75.70
EASTERN REGION					
New York	Clay	13041	08	40:09 (40H)	22.30
	do	13041	10	43:42 (44H)	15.90
Pennsylvania	Belle Vernon	15012	01	54:45 (46K)	22.50
	Elizabeth	15037	01	52:35 (44K)	23.70
	Wilkes-Barre	18701	09	28:09 (28S)	36.60
Virginia	Quinton	23141	02	36:36 (36S)	29.75
	Roanoke	24022	03	42:06 (42H)	34.90
	do	24022	11	46:58 (43J)	30.90
	Wirtz	24184	01	55:08 (46K)	90.37
West Virginia	Mount Hope	25880	01	54:50 (46K)	45.10
	Belington	26250	02	44:16 (44H)	64.10
NORTHEAST REGION					
Massachusetts	Wrentham	02093	03	47:08 (43J)	24.40
	Pembroke	02359	01	45:31 (42J)	20.50
	Plymouth	02360	04	48:31 (44J)	48.56
Connecticut	Brookfield	06804	05	47:17 (43J)	18.40
New Jersey	Lake Hopatcong	07849	01	43:16 (43H)	14.20
	do	07849	04	37:45 (38H)	19.60
	Chester	07930	04	37:32 (38H)	13.40
	Hampton	08827	02	41:09 (41H)	26.18
New York	Peru	12972	01	48:56 (45J)	70.14
WESTERN REGION					
Arizona	Peoria	85345	08	54:06 (45K)	34.72
	Tucson	85726	01	46:17 (42J)	70.56
	do	85726	18	45:18 (42J)	27.85
	do	85726	25	35:30 (36S)	28.40
	do	85726	27	45:33 (42J)	42.85
California	Hemet	92343	02	43:11 (42H)	84.50
	Courtland	95615	01	15:16 (15S)	32.25
	Roseville	95678	05	44:13 (44H)	27.30
Colorado	Greeley	80631	05	41:24 (42H)	42.95
Washington	Lake Stevens	98258	03	51:12 (46J)	28.40
	Sequim	98382	01	47:48 (44J)	35.20
	Aberdeen	98520	01	41:56 (42H)	56.10
	Elma	98541	05	37:21 (37S)	38.35
	Benton City	99320	01	51:22 (43K)	50.25
	do	99320	02	43:45 (44H)	61.45

*The "Route Classification and Evaluation" published in this POSTAL BULLETIN may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

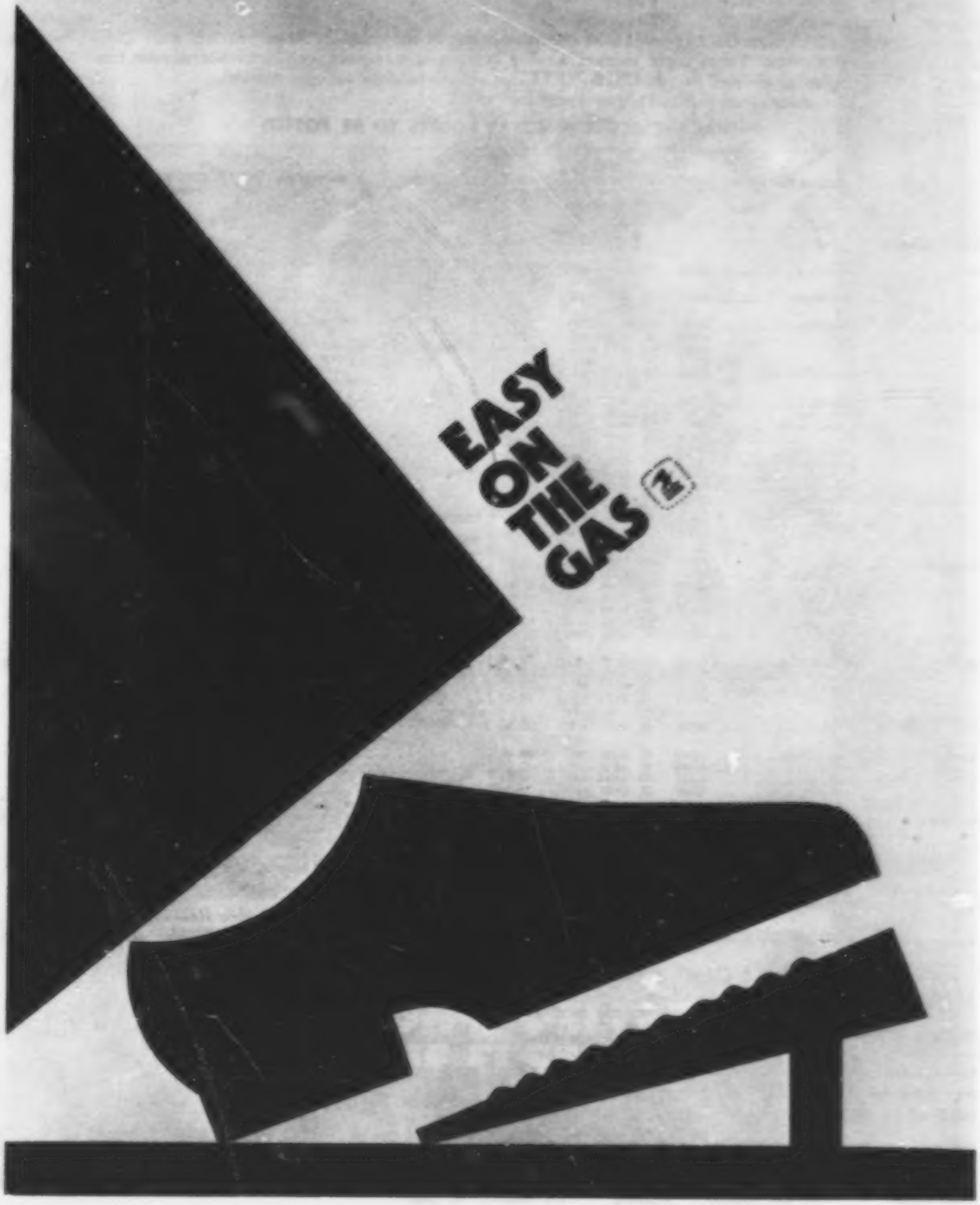
—Labor Relations Dept., 6–19–80.

UNIFORM PROGRAM—LICENSED VENDOR LISTING

Each of the following uniform vendors has received a vendor's license since distribution of Publication 136, *Licensed Vendor Listing*. These lists must be posted where they are readily available for employee's perusal.

Career Clothes	622 Front Street	Brainerd	MN 56401
Dan's Ranchwear	17 South Main	Sheridan	WY 82801
Ed's Shoe Repair	22 North 8th Street	Fort Dodge	IA 50501
Fine Bros.—Matison	P.O. Box 1168	Laurel	MS 39440
Flight Crew Shop	7889 Ramblewood Street	Ypsilanti	MI 48197
Jack's Shoes	61 West Ramsey	Banning	CA 92220
O. T. Livingston	1616 South 7th Street	Monroe	LA 71201
Red Wing Shoe Store	10401 Magnolia Avenue #G	Riverside	CA 92505
Rex Uniform Company	R.D. 2, Box 74	Dushore	PA 18614
The Shoe Gallery	Shasta Plaza Mall	Klamath Falls	OR 97601
The Shoe Seller, Ltd.	2155 Merrick Road	Merrick	NY 11566
Thompson's Shoes & Repairs	1071 Fifth Street	Atwater	CA 95301
Work Shoes Unlimited	5409 Jim Miller Rd., Suite 235	Dallas	TX 75237

—Labor Relations Dept., 6–19–80.


EASY
ON
THE
GAS

THIS OFFICE

WILL BE CLOSED

JULY 4, 1980

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MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices, including Inspection Service Forms 577, should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below).Destroy PB 21249 listing. **B. Old Style.** (Gray). **C. Counterfeit.** The listing from PB 21240 remains valid for both B. and C.

165 705 7000 to 7999
206 493 4600 to 4799
206 793 5600 to 6499
208 287 8700 to 8899
209 728 2600 to 3099
210 868 4500 to 4699
211 238 0459 to 0999
211 436 5608 to 5699
213 123 9827 to 9999
213 578 4229 to 4399
213 822 5800 to 6299
214 159 4800 to 4999
215 532 5100 to 5399
215 538 0200 to 0499
216 678 6072 to 6999
217 210 7100 to 7299
217 241 5400 to 5799
217 268 2574 to 2699
217 667 3400 to 3599
217 672 4200 to 4599
217 902 4181 to 4299
218 755 4591 to 4699
220 350 0000 to 0999
221 371 4600 to 4999
221 626 2100 to 2299
221 661 5318 to 5499
222 224 8100 to 8499
222 536 2000 to 2299
224 206 6395 to 6499
224 554 9830 to 0399
225 268 1655 to 1799
225 711 9700 to 9999
225 712 0000 to 0999
225 767 2000 to 2299
227 097 4600 to 4699
227 254 9800 to 0099
227 611 4000 to 4599
228 660 5976 to 5999
229 117 4866 to 4999
229 346 9900 to 9999
229 434 3500 to 3599
229 531 9700 to 9899
229 563 1918 to 1999
229 576 1732 to 1799
229 576 1800 to 1899
230 406 2975 to 2999
230 826 8683 to 8799
231 126 6475 to 6499
231 147 0883 to 1499
231 525 7893 to 7999
231 651 8280 to 8299
231 725 2789 to 2799
231 770 2751 to 2762
231 873 7928 to 7999
232 295 7249 to 7599
232 319 6535 to 6599
232 426 6620 to 6699
232 665 0292 to 0399
233 262 7907 to 7999
233 407 5872 to 5899
233 453 8902 to 8929
233 516 6100 to 6199
233 638 1200 to 1799
234 031 6456 to 6999
234 064 8437 to 8499
234 261 4500 to 4599
234 431 3655 to 3699
234 500 2944 to 2999
234 659 4000 to 4199
234 659 8700 to 8999
234 742 1948 to 1999
234 802 1060 to 1199
234 997 1000 to 1599
235 254 2060 to 2099
235 439 6181 to 6299
235 644 7061 to 7099
235 925 8767 to 8799
236 145 5082 to 5099
236 388 4842 to 5099
236 467 6573 to 6599
236 566 2555 to 2599
236 576 9520 to 9599
236 656 6422 to 6499
236 755 8000 to 8099
236 937 5803 to 5999
236 941 5400 to 5499
237 413 7500 to 7599
237 423 4111 to 4199
237 457 5600 to 5699
237 457 5800 to 5899
237 574 8657 to 8799
237 702 6823 to 6899
237 702 6921 to 6999
238 165 7700 to 7799
238 169 7587 to 7599
238 377 4508 to 4599
238 377 4607 to 4699
238 586 3100 to 3299
239 199 0700 to 1099
239 204 9916 to 9999
239 481 4728 to 4799
239 549 7116 to 7499
239 575 2000 to 2199
239 596 4800 to 4999
239 640 5708 to 5728
239 724 1489 to 1499
239 985 7000 to 7499
240 042 3151 to 3169
240 108 6501 to 6599
240 252 6400 to 6899
240 256 2900 to 3199
240 559 4363 to 4399
240 639 3561 to 3599
240 855 7000 to 7099
240 901 5900 to 5999
241 081 9274 to 9299
241 224 7209 to 7299
241 685 5124 to 5199
241 694 1800 to 1899
241 753 7766 to 7799
241 902 2600 to 2799
242 021 2262 to 2499
242 327 4984 to 4999
242 576 1609 to 1699
242 585 4155 to 4299
242 591 4500 to 4699
242 605 0000 to 0999
242 621 8314 to 8399
242 781 0789 to 0799
242 816 1337 to 1399
243 112 4109 to 4120
243 228 7200 to 7499
243 766 6730 to 6799
243 805 0000 to 0299
243 906 7800 to 8199
244 299 2000 to 2199
244 366 8800 to 8899
244 381 3024 to 3099
244 525 0719 to 0799
244 657 7700 to 7899
244 678 2333 to 2499
244 742 7748 to 7799
244 743 7100 to 7399
244 895 5575 to 5599
245 103 9300 to 9399
245 103 9400 to 9499
245 118 6754 to 6768
245 279 1420 to 1499
245 279 1510 to 1599
245 591 1626 to 1799
245 695 0346 to 0399
245 973 2677 to 2699
246 076 7300 to 7399
246 155 4048 to 4099
246 155 5000 to 5499
246 402 6511 to 6599
246 608 6300 to 6399
246 609 9545 to 9799
246 741 2082 to 2099
246 816 2600 to 2699
246 973 1372 to 1399
247 012 0500 to 0599
247 066 9300 to 9399
247 086 4200 to 4299
247 113 5635 to 5699
247 490 1960 to 1999
247 490 2086 to 2099
247 497 4000 to 4099
247 544 0200 to 0214
247 575 4400 to 4499
247 929 6417 to 6799
247 983 1511 to 1899
248 120 4322 to 4399
248 244 7246 to 7299
248 317 7624 to 7699
248 397 2163 to 2199
248 423 4864 to 4999
248 440 7916 to 7971
248 718 7317 to 7399
249 680 4872 to 4899
249 945 6900 to 6999
249 996 6000 to 6099
249 996 6300 to 6499
250 452 4971 to 4999
250 483 0600 to 0699
250 547 7046 to 7099
250 565 7029 to 7099
250 833 7200 to 7399
250 951 4340 to 4363
250 991 9778 to 9799
251 518 6281 to 6399
251 964 6056 to 6199
251 997 2913 to 2999
252 171 2041 to 2056
252 206 2101 to 2199
252 206 9532 to 9599
252 235 4400 to 4499
252 235 4581 to 4899
252 238 2299 to 2399
252 432 6988 to 6999
252 891 1159 to 1199
253 175 2670 to 2699
253 192 7311 to 7399
253 293 5931 to 5940
253 446 4033 to 4099
253 547 6013 to 6049
253 547 6054 to 6099
253 747 6924 to 6999
254 107 8590 to 8599
254 107 8913 to 8999
254 259 8867 to 8899
254 259 8951 to 9099
254 740 8408 to 8445
255 150 5300 to 5399
255 176 5373 to 5399
255 276 0949 to 0999
255 857 4749 to 4799
256 140 5400 to 5499
256 193 5100 to 5159
258 480 2600 to 2899
258 618 0254 to 0299
258 643 2765 to 2774
258 950 5217 to 5299
258 950 5433 to 5499
259 227 0000 to 1499
259 745 1300 to 1499
259 950 3053 to 3099
259 950 3300 to 3499
260 144 7415 to 7499
260 479 3500 to 3599
261 533 2067 to 2299
800 502 3000 to 3999
800 941 7900 to 7999
801 278 3600 to 3999
801 579 6056 to 6098
801 629 1900 to 1999
802 029 5199 to 8999
802 265 0575 to 1999
802 774 0000 to 4999

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Warning Notice—Unrecovered Stolen Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)

The following money orders are void and should not be cashed: (1) All card type orders. (2) New style orders 000,000,001—199,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, KIA OB1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only Destroy the PB 21249 article.

200,400,512 to 0,600
200,467,313 to 7,500
201,328,601 to 9,300
201,963,699 to 3,800
201,980,250 to 0,299
202,545,957 to 6,000
207,218,569 to 8,600
208,872,242 to 2,257
209,190,001 to 5,000
210,301,801 to 2,000
210,835,285 to 5,300
210,935,633 to 5,700
212,900,201 to 0,300
213,345,001 to 5,100
213,504,865 to 5,000
216,823,954 to 4,000
217,621,979 to 2,100
217,622,401 to 2,800
218,660,066 to 0,700
219,494,026 to 4,130
219,692,001 to 2,100
224,126,989 to 7,100
226,781,246 to 1,400
226,073,655 to 3,700
227,129,004 to 9,400
227,564,701 to 4,800
229,000,595 to 0,600
229,083,686 to 3,700
229,428,120 to 8,300
230,004,990 to 5,200
230,143,701 to 4,000
231,387,001 to 7,500
234,067,232 to 7,300
235,833,783 to 3,800
237,386,845 to 7,000
238,758,669 to 8,730
239,162,130 to 2,200
239,863,796 to 3,870
239,864,826 to 4,900
240,362,301 to 2,600
241,535,801 to 6,000
242,545,470 to 5,800
242,917,801 to 8,000
243,920,027 to 0,100
244,343,084 to 3,100
244,583,557 to 3,600
245,740,589 to 0,600
245,767,347 to 7,400
247,636,179 to 6,200
247,649,190 to 9,200
247,760,081 to 0,100
250,442,960 to 3,000
252,160,301 to 0,393
252,494,635 to 4,700
253,094,279 to 4,400
253,181,800 to 1,900
253,641,268 to 1,300
254,680,851 to 0,900
259,412,918 to 2,954
261,707,201 to 7,400
261,766,701 to 6,800
262,740,206 to 0,300
263,414,901 to 5,800
264,474,080 to 4,300
266,472,561 to 2,860
268,746,401 to 6,500
270,677,679 to 7,696
272,291,501 to 1,600
274,450,824 to 0,900
274,873,716 to 4,100
275,288,303 to 8,700
278,286,361 to 6,400
278,737,201 to 7,300
278,846,365 to 6,600
282,204,343 to 4,700
282,909,819 to 9,900
284,943,445 to 3,500
285,397,992 to 8,400
286,837,601 to 7,900
288,349,047 to 9,500
288,657,574 to 7,600
291,853,923 to 3,969
295,946,650 to 6,661
296,077,001 to 7,053
296,077,201 to 7,300
297,173,660 to 3,900
297,213,342 to 3,500
297,444,801 to 5,500
297,700,501 to 0,700
298,072,101 to 2,600
299,902,655 to 2,700
305,253,101 to 3,600
306,165,495 to 5,500
306,698,463 to 8,500
306,933,345 to 3,400
307,200,601 to 1,000
307,806,061 to 6,100
310,917,957 to 8,100
310,956,020 to 6,200
311,577,901 to 8,100
311,994,658 to 4,700
314,162,132 to 2,200
315,105,301 to 5,500
315,788,118 to 8,140
317,630,301 to 0,400
321,087,737 to 7,800
321,272,306 to 2,400
321,489,229 to 9,300
322,180,820 to 1,000
323,294,360 to 4,400
323,296,838 to 6,856
323,297,695 to 7,730
323,485,231 to 5,240
323,997,101 to 7,400
326,023,246 to 3,300
328,436,401 to 6,500
331,892,798 to 3,000
332,069,432 to 9,500
336,646,801 to 7,300
336,661,265 to 1,500
336,825,701 to 7,000
336,909,925 to 0,000
337,395,212 to 5,300
338,038,706 to 8,800
338,891,701 to 2,200
339,519,801 to 9,900
339,735,184 to 5,200
340,711,001 to 3,000
341,462,701 to 2,900
343,703,708 to 3,900
343,760,901 to 1,000
343,945,919 to 5,940
344,536,201 to 6,400
344,821,230 to 1,297
344,854,601 to 4,700
345,299,801 to 9,900
345,986,501 to 6,600
347,238,201 to 8,300
347,975,946 to 5,959
348,086,296 to 6,300
348,190,501 to 0,900
349,779,757 to 9,800
351,452,949 to 3,000
351,490,001 to 0,600
353,461,741 to 1,800
355,360,601 to 1,000
357,010,401 to 0,500
357,339,409 to 9,455
358,180,401 to 0,600
359,269,750 to 9,790
359,547,122 to 7,150
359,790,481 to 0,540
359,791,901 to 1,920
359,994,676 to 4,700
361,168,730 to 8,900
361,201,906 to 2,100
362,295,806 to 5,819
363,463,501 to 4,500
363,475,801 to 6,100
363,496,901 to 7,000
363,794,701 to 5,200
365,301,401 to 1,500
374,988,860 to 8,880
375,079,981 to 80,030

UNITED STATES POSTAL SERVICE
WASHINGTON, D.C. 20260
OFFICIAL BUSINESS

PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE, $300

U.S.MAIL

FIRST CLASS

Schedule. The Postal Bulletin is published every Thursday by the Directives and Forms Division of the U.S. Postal Service, Washington, DC 20260.

Distribution. The Bulletin is received by all postal facilities.

Effective Period. Postal Bulletin articles are effective for six months unless otherwise specified.

Index. A quarterly index of Bulletin articles appears early in the months of January, April, July, and October.

Orders.

Public sale:
Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402
Single copy: $1.25; $1.60 foreign
Subscription: $52.00; $62.50 for foreign mailing

Postal facilities:
For one time orders, send Form 7380 to the Eastern Area Supply Center.
To change quantity received, send Form 1286 to the Directives and Forms Division, giving justification.

21251

UNITED STATES POSTAL SERVICE
U.S. MAIL
postal bulletin

—*Delivery Services Dept., 6–26–80.*

Lobby Display Schedule for July

Displays in All Post Office Lobbies—All Classified Units

Posters, notices and signs mandatory for display in post office lobbies are listed in the POM 221.522. Other mandatory posters are listed below.

Title	
Poster 74, *Packaging Pointers*	September 1978.
Notice (unnumbered) announcing implementation of Letter Mail Dimensional Standards and surcharge on July 15	May 1979.
Your Federal Lawmakers	August 1979.

NEWARK PUBLIC LIBRARY
JUL 9 1980
U. S. GOVT. PUBS.
DEPOSITORY 376

Rotating Displays—All Classified Units (CAG A–G Offices)

The July schedule of lobby poster displays for post offices with 950 or more revenue units is listed in priority order below:

A=first priority, following mandatory displays; B=second priority, etc.

Priority	*Title*	*Poster No.*	*Post*	*Remove*
B	Winter Olympics Souvenir Folder	425	January 25	Continuous display.
A	6th Ed., Stamps & Stories	415	Continuous display.	
A	1979 Mint Set	422	do	
B	The Dollar of the Future		Continuous display.	
A	Moving?		April 1	September 29.
A	Helen Keller/Anne Sullivan	430	June 20	July 28.
A	Gold Medallion (counter card)		July 15	When notified.
A	Veterans Administration	431	July 14	August 22.
A	Gen. Bernardo Galvez	432	July 18	August 25.

Specialized Program Displays

Using the same priority system, main post offices and classified stations and branches designated to offer specific service or participate in specialized programs will display the following items until notice is given to replace or remove them:

A	Clear Plastic Screenline Displays: '79 Mint Set; 6th Ed. Stamps & Stories; Collecting Kits; 1980 ZIP Code Directory.
A	Poster 31–A (Feb. 1977) or 31–E (May 1978)—Spanish language editions of Posters 31–A & B available as 31–G & D respectively.

—*Delivery Services Dept., 6–26–80.*

All Installations

Handbook P–11 Published

Handbook P–11, *Personnel Operations,* has been completely revised as Transmittal Letter (TL) 6, dated May 30, 1980, and is in the process of being distributed. It is not distributed to CAG L offices.

Errata. To correct several printing errors, a four-sheet errata accompanies TL–6. In most cases, the errata will be packed with the P–11. Any office that does not receive the errata within one week after receiving the handbook should requisition the ***P–11 Errata*** through the Directives and Forms Division at Headquarters, using Form 1286, *Request for Postal Publications.—Employee Relations Dept., 6–26–80.*

International Mail—Iran

Notice in Postal Bulletin 21244 (5–8–80), advised employees that under regulations of the Treasury Department's Office of Foreign Assets Control, merchandise exported to Iran by mail in letter packages, small packets, and parcel post was limited to food, medicine, medical supplies, or donations of clothing intended to relieve human suffering.

These restrictions on items that may be exported to Iran have been modified by the Office of Foreign Assets Control. Effective immediately, *Iranian* individuals departing the United States may mail to Iran their household goods and personal effects, subject to mailing requirements, postage rates and fees prescribed for Iran in Publication 42, *International Mail.* This modification does not permit the mailing of goods in commercial quantities.

Mailings of merchandise to Iran by persons other than Iranian individuals departing the United States remain restricted to those items specified in Bulletin 21244.—*Rates & Classification Dept., 6–26–80.*

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P 1.3:

All Personnel Processing Mail for Dispatch Abroad

Foreign Order Notice 12

Keep all foreign order notices for use as reference.

A tentative *Lottery order* has been issued against:

CANADA

Delta, B.C.

Granada Of Canada
P.O. Box 307

IRELAND

Dublin

Miss Ann O'Toole
23 Upper Baggot Street

Dundrum, Dublin

Joan Hallie
77 Taney Cres.

Dalkey, Co. Dublin

Elsie Lyndon
50 Castle St.

Blackrock, Co. Dublin

Patrick Riddon
5 Montpellier Pl.

Tuam, Co. Galway

Leura McGuire
Gardenfield Road

Harolds Cross, Dublin

Mr. Sean Dunne
16 Casimir Road

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed *Foreign Order Mail* and send it to the Postmaster of New York, NY 10001, Attention: Claims, Inquiry and Undeliverable Mail, Room 4508. Do not place any endorsement on the mail pieces themselves.

FINAL ORDERS

Tentative *Lottery orders* against the following have become final:

IRELAND

Dublin

Maura Cooney
21 Larkfield Avenue

Warren Duffy
10 Myrtle Park
Dun Laoghaire

Ardilea, Dublin

Mrs. Mildred Richards
3 Harvard

Rathmines, Dublin

Geraldine Callaghan
35 Beechwood Park

Glasnevin, Dublin

Mary Collins
51 Beechmount

IRELAND—Continued

Sandycove, Co. Dublin

Terry Mulvaney
41 Glasthule Road

Birr Park, Co. Offaly

Mrs. John Cassidy
St. Anthonys
Moore Park

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all SCFs and designated International Exchange Offices.—*Judicial Officer, 6-26-80.*

Philatelic/Retail Product Report

Form 1079 *Philatelic/Retail Product Sale and Physical Inventory Record,* Dec. 1979, for the third quarter of FY 1980 is due from every MSC by close-of-business Friday, June 27, 1980. The original Form 1079 should be forwarded to the Regional Customer Services Director, ATTN: Retail Branch Manager. All post offices selling philatelic/retail products and all Philatelic and Stamp Collecting Centers should have already prepared a copy of this form and forwarded it through proper channels to the management sectional center for consolidation into the MSC level.

Instructions for completing Form 1079 are the same as those issued for the FY 1980 first and second quarter reports. As in FY 1980, PFQ II, the number of ZIP Code Directory covers traded in for the $1.50 discount on the purchase price of new directories must be written on line 21 of Section II of the form. As in PFQ II, line 20, Section II must indicate the total number of Directories sold, whether they are sold as single Directories or in case lots. Show the standard unit selling price of $7.50 used in column G of line 20.

If additional copies of Form 1079 are needed, they can be obtained from the Regional Retail Branch Manager in each region. Please note that some regions have issued special supplementary instructions in order to obtain additional product information. Where this is the case, the special regional instructions should be followed in addition to these instructions.—*Customer Services Dept., 6-26-80.*

Domestic Orders

False Representation. Enforced by postmasters at cities listed.

State/City	*Name(s) Covered*
IL, Chicago 60620	Indian Herb Co. 7907 South Paulina
CA, Stockton 95202	Paul Harvey 515 North Hunter
	Paul Harvey 540 North California Street
NJ, Maplewood 07040	Millburn Products 161 Maplewood Ave.
	Millburn Products P.O. Box 900
NJ, Montclair 07042	Millburn Products 605 Bloomfield Ave.

—*Judicial Officer, 6-26-80.*

All Post Offices

Selective Service Registration

Each post office, station and branch (contract facilities excluded) will serve as a registration point for Selective Service. Postmasters, station and branch managers will receive at least two shipments of registration materials. These materials are to be retained in a secure place and must not be displayed or made available to the public until specifically instructed.

MSC coordinators are completing training for registration and will assist any manager in preparing for registration. The men who will be registering are complying with their legal obligation, and must be treated with courtesy and respect.—*Delivery Services Dept., 6-26-80.*

All Post Offices

Phased Postage Rates

The Step 9, Phased Postage Rates, announced in POSTAL BULLETIN 21244 (5-8-1980) will become effective at 12:01 a.m., July 6, 1980. These are the only domestic rates affected by the phase-in. All other domestic rates remain the same.

Postmasters must be sure that all window and bulk mail acceptance personnel are familiar with these new rates before the effective date in order to prevent a possible loss of revenue.—*Rates and Classification Dept., 6-26-80.*

PLEASE POST ON EMPLOYEE BULLETIN BOARDS

THE POSTMASTER GENERAL
Washington, DC 20260

JUNE 1980.

Dear Fellow Postal Employee:

As you may know by now, three recent Department of Labor (DOL) opinions dealing with alleged Postal Service violations of the Fair Labor Standards Act (FLSA) have led me to revise our policies regarding supplemental and self-developmental training.

I have taken this action because the DOL opinions can be interpreted in such a way that we could find ourselves assessed in the future with paying for the training in question. Such an expense could be huge, and it would be irresponsible on my part and detrimental to our rate stability to allow for even the possibility of incurring such an unplanned and uncontrolled expense.

In the meantime, we are pursuing certain avenues to resolve the issues in these opinion as well as other FLSA matters. For example, the opinions are now before the courts for judicial determinations to revise or limit their scope.

If it is clearly determined that the Postal Service will not be held liable for paying for specific training programs affected by my recent action, those training programs will be appropriately reinstated. In the meantime, I seek your understanding and cooperation.

William F. Bolger

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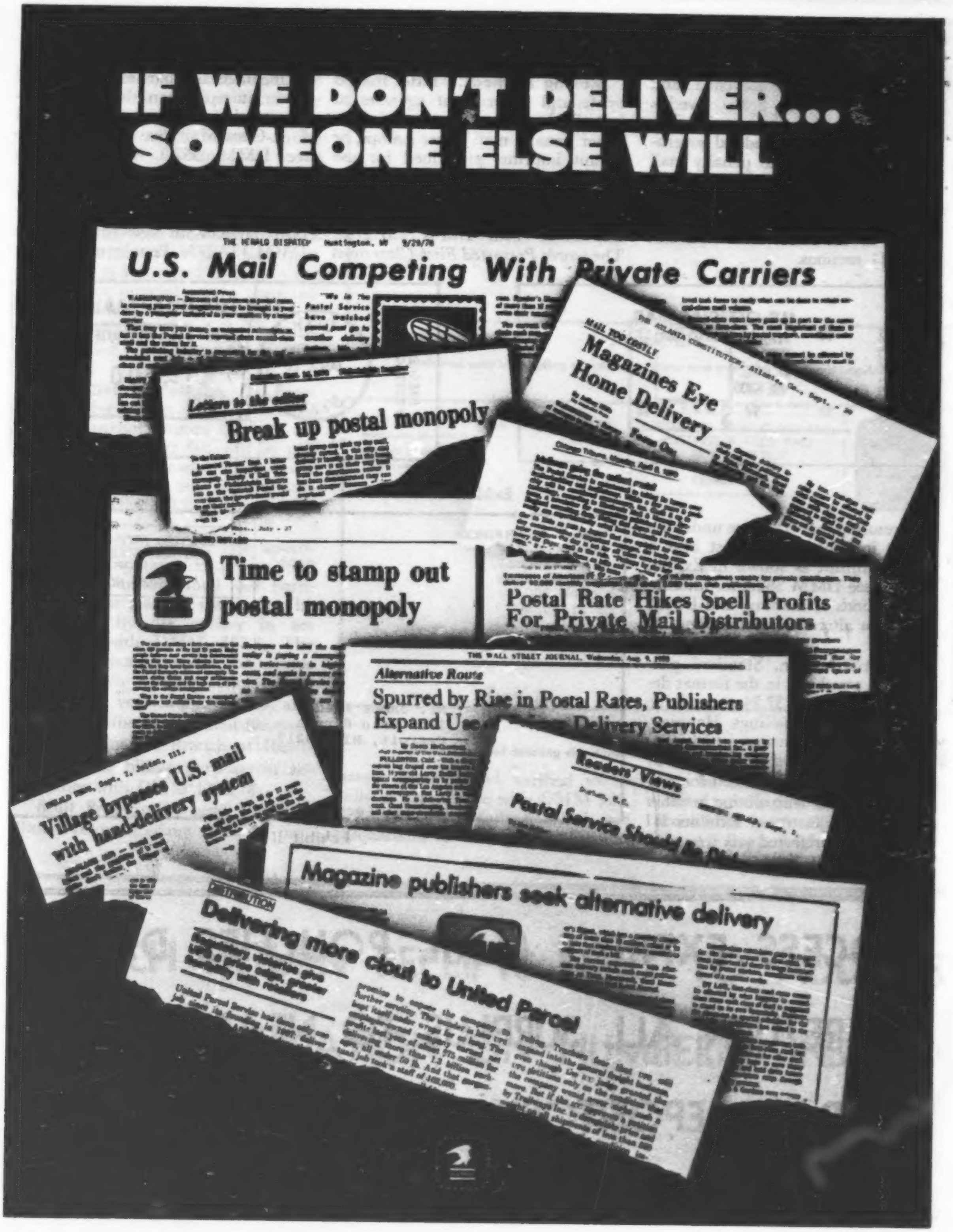

IF WE DON'T DELIVER...
SOMEONE ELSE WILL
THE HERALD DISPATCH Huntington, WV 9/20/78
U.S. Mail Competing With Private Carriers
THE ATLANTA CONSTITUTION, Atlanta, Ga., Sept. - 20
MAIL TOO COSTLY
Magazines Eye Home Delivery
Letters to the editor
Break up postal monopoly
Chicago Tribune
Time to stamp out postal monopoly
Postal Rate Hikes Spell Profits For Private Mail Distributors
THE WALL STREET JOURNAL
Alternative Route
Spurred by Rise in Postal Rates, Publishers Expand Use of Private Delivery Services
Village bypasses U.S. mail with hand-delivery system
Readers' Views
Postal Service Should Be Ab...
Magazine publishers seek alternative delivery
DISTRIBUTION
Delivering more clout to United Parcel

All Post Offices

PENALTY MAIL—FIRST-CLASS PRESORT

The Government Revenue and Examination Branch has received a number of questions concerning procedures to be used by federal government agencies to send penalty mail at the first-class presort rates. The following requirement summary is provided with references to the governing DOMESTIC MAIL MANUAL (DMM) sections.

Mailing Methods. Matter mailed by federal government agencies at first-class presort rates must bear either penalty mail meter stamps, or permit imprints prescribed for use on such mail.

Meter Stamps. The agency must be licensed to use a postage meter in accordance with DMM 137.273a. The words *Presorted First-Class* must be included as a part of penalty mail meter stamps when the agency applies meter stamps on its presorted First-Class Mail. See Exhibit I. Also see DMM 362.2, for alternative methods of marking.

Permit Imprints. The agency must be authorized to use the permit imprint system in accordance with DMM 137.273e. Penalty mail sent at the presorted first-class rate under the permit imprint system must bear a permit imprint as shown in Exhibit II. Also see DMM 362.2 for alternative methods of marking and DMM 145.5e for alternative permit imprint format.

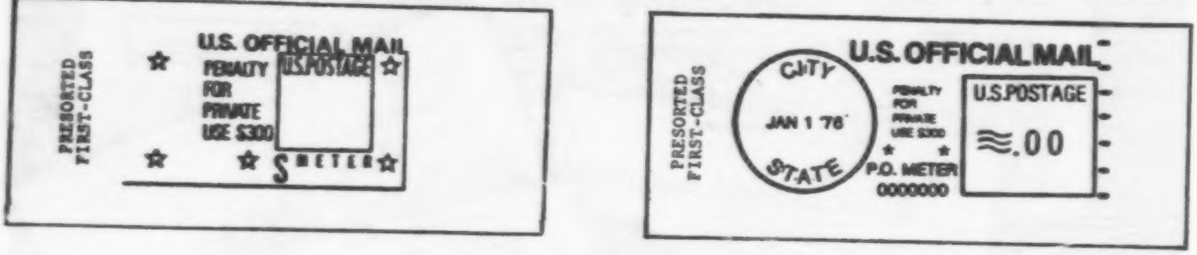
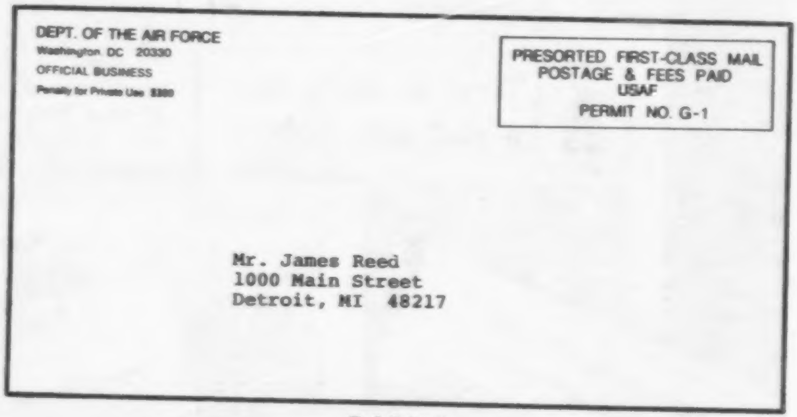


Exhibit I



DEPT. OF THE AIR FORCE
Washington DC 20330
OFFICIAL BUSINESS
Penalty for Private Use $300

PRESORTED FIRST-CLASS MAIL
POSTAGE & FEES PAID
USAF
PERMIT NO. G-1

Mr. James Reed
1000 Main Street
Detroit, MI 48217

Exhibit II

Standard Indicia. Standard penalty mail envelopes in the format described in DMM 137.24 may *not* be used for presort mailings. However, envelopes in this format which cannot be used for other purposes by the agency may be modified for presort mailings by overprinting in either of the ways illustrated Exhibits III and IV. The preferred way is to com-

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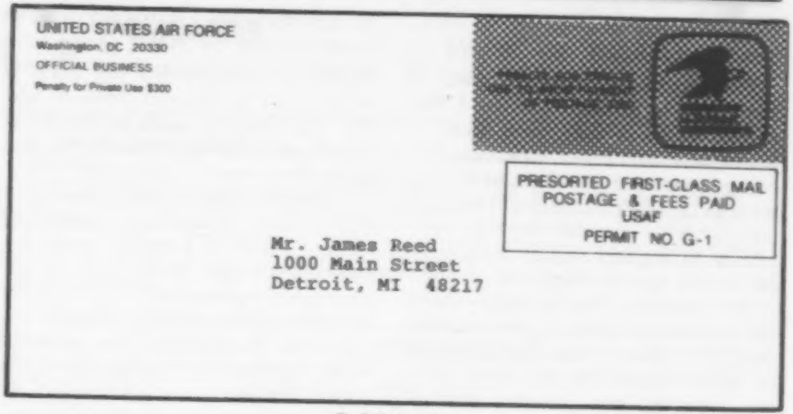
PROCESS EXPRESS MAIL POUCHES DAILY—RETURN ALL SURPLUS TO NEAREST MAIL-BAG DEPOSITORY



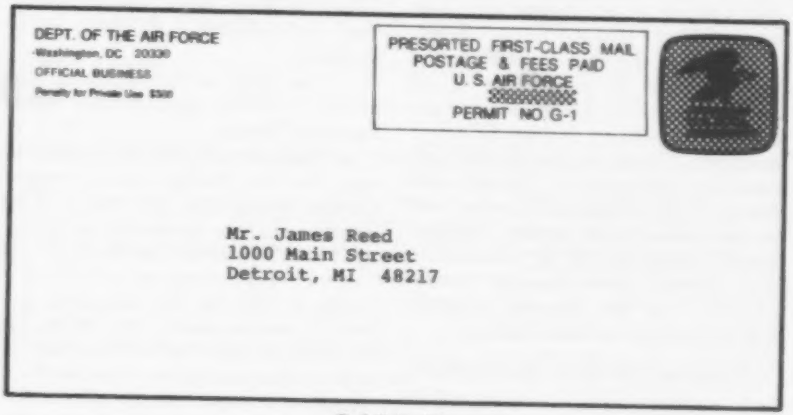
UNITED STATES AIR FORCE
Washington, DC 20330
OFFICIAL BUSINESS
Penalty for Private Use $300

PRESORTED FIRST-CLASS MAIL
POSTAGE & FEES PAID
USAF
PERMIT NO. G-1

Mr. James Reed
1000 Main Street
Detroit, MI 48217

Exhibit III

Preferred way of deleting standard indicium and overprinting permit imprint.



DEPT. OF THE AIR FORCE
Washington, DC 20330
OFFICIAL BUSINESS
Penalty for Private Use $300

PRESORTED FIRST-CLASS MAIL
POSTAGE & FEES PAID
U. S. AIR FORCE
PERMIT NO. G-1

Mr. James Reed
1000 Main Street
Detroit, MI 48217

Exhibit IV

Alternate way of deleting standard indicium and overprinting permit imprint.

pletely delete the indicium in the right corner and to overprint the required permit imprint as illustrated in Exhibit III. A second alternative is illustrated in Exhibit IV. It requires (1) deleting the Postal Service emblem (and agency number if one is shown), (2) adding the words *Presorted First-Class Mail* and (3) adding the assigned permit number.

Prior Authorization. When an agency has been licensed to use a postage meter at a particular post office, or is authorized to mail under the permit imprint system there, all classes of mail are covered. No further application is required at that post office for first-class presort mailings.

Collection of Postage and Fees. Postage for permit imprint mailings, the $30 permit imprint fee, and the annual $30 presort fee, will be collected at the Headquarters level. Post offices must not require payment. See DMM 137.274 and 137.-276.

Mailing Statements. The appropriate mailing statement (Form 3602 for permit imprint mail and Form 3602–PC for metered mail) must be completed by the agency in accordance with DMM 362.3. The post office must complete the reverse side of each mailing statement as part of the verification process, and submit it to the Government Revenue and Examination Branch at Headquarters for billing purposes in accordance with DMM 137.276.

Mail Preparation and Verification. Presort mailings must be prepared, mailed, and verified to be fully in compliance with DMM 360, 372, and 382. Mailings which are disqualified for the presort discount may be corrected by the mailer or mailed at the full first-class rate in accordance with DMM 362.52.—*Finance Dept., 6–26–80.*

ATTACH RETURN RECEIPTS NEXT TO ADDRESS OF DESTINATION ON NUMBERED INSURED PARCELS

FIREARMS

Firearms were initially issued to some non-inspection Service USPS employees to provide protection for mail matter and funds, especially that being processed in registered mail sections of larger postal facilities. Current policy provides firearms primarily to registry section employees on certain specific occasions.

An Inspection Service survey shows the current program to be unnecessary. In addition, numerous instances of unauthorized use of Postal Service firearms, loss and/or theft of service revolvers and accidental discharges of weapons believed to be unloaded endanger the health, safety, and welfare of employees and customers alike.

In view of the above, the Firearms Program will be eliminated in all areas of the U.S. Postal Service except the Inspection Service. Effective midnight Thursday, July 3, 1980, all firearms, ammunition, holsters and Forms 5149, Firearms Permits, will be withdrawn from service. The *unloaded weapons* will be returned to the Eastern Area Supply Center (EASC) via the shipping schedule and procedures outlined below.

Shipping Schedule by Regions

In order to insure a smooth steady flow of weapons to the EASC postmasters and/or installation heads are requested to ship during the dates designated for their region:

Western . . .	July 7—18
Central . . .	July 17—30
Southern . .	July 28—Aug. 8
Northeast . .	Aug. 7—20
Eastern . . .	Aug. 18—29

Procedures

A. *Shipping Organization's Responsibilities*

1. The organization accountable for the weapons is responsible for preparing Form 969, *Disposal of Personal Property,* to retire the weapons prior to shipment to the EASC. **No weapons are to be transferred to the supply center using Form 7340,** *Shipping Instructions for Excess Property.* The undepreciated cost will be expensed to the organization charged with the weapon.

2. Prepare an original and four copies of Form 969 (photocopies are preferred if reproducing equipment is available). Record *Returned to EASC for Destruction* on Line 8 of the *Type of Disposal* column and *E* in the Disposal Code on the form instead of Disposal Code *8*. See exhibit A.

3. Submit the original of the Form 969 to the St. Louis Postal Data Center and retain a copy to verify the property change listing that the retirement was processed. Distribute the remaining three copies as follows:

a. One copy with the weapons when shipped to the Eastern Area Supply Center.

b. One copy to the Chief Postal Inspector, Inspection Service, Headquarters, U.S. Postal Service, 475 L'Enfant Plaza West, SW, Washington, DC 20260, ATTN: ACI-Security.

c. One copy to the Manager, Regional Contracts and Supply Management Branch.

4. Ship the weapons by registered mail to the Eastern Area Supply Center, Somerville, NJ 08877. The weapons must be unloaded and packaged securely, preferably in a wooden box. Personnel shipping weapons are to ensure that they are unloaded, unlocked, and the safety catch is on. Do *not* label or mark the box *firearms*. If ammunition cannot be removed from weapons, request assistance from the nearest law enforcement agency. **Do not mail loaded weapons or ammunition.**

5. Retrieve, cancel and destroy all issued Forms 5149, Firearms Permits and all blank forms on hand, no later than July 3, 1980.

6. Arrange for supplies of less than 1,000 rounds of live ammunition, wax bullets, and/or primed cartridges to be turned over to local police authorities for disposition. **Do not mail.** Offices with larger quantities of ammunition should contact their Inspector in Charge for disposal assistance.

7. Holsters should be handled as excess property and processed as prescribed in Chapter 7 ADMINISTRATIVE SUPPORT MANUAL.

B. *Eastern Area Supply Center Responsibilities*

1. The Field Director, EASC, is responsible for physical control of all obsolete/unserviceable weapons returned for storage and destruction.

2. Supply center personnel will verify each weapon make, model, and serial number against the Form 969. The St. Louis Postal Data Center (PDC) will be advised of any discrepancies, e.g., the weapon's serial number does not match the serial number on the Form 969.

3. All weapons received by the supply center will be stored separately from weapons in the capital equipment inventory. The Form 969 will serve as the inventory record.

4. Destruction of the recalled weapons is the responsibility of the EASC, but initiated by Inspection Service Headquarters. Weapons destruction at the supply center will be monitored by Regional Chief Inspector, Northeast Region, who will assign an Inspector to witness the destruction.

5. The EASC will forward a listing of serial numbers and descriptions of all weapons destroyed to the Chief Postal Inspector, Inspection Service, Headquarters, 475 L'Enfant Plaza, S.W., Washington, DC 20260, Attn: ACI–Security, after each batch of weapons is destroyed.

C. *St. Louis PDC Responsibilities*

1. The St. Louis PDC is responsible for processing Form 969 to remove the weapon from the property records and to charge the undepreciated cost to the organization accountable for the weapon.

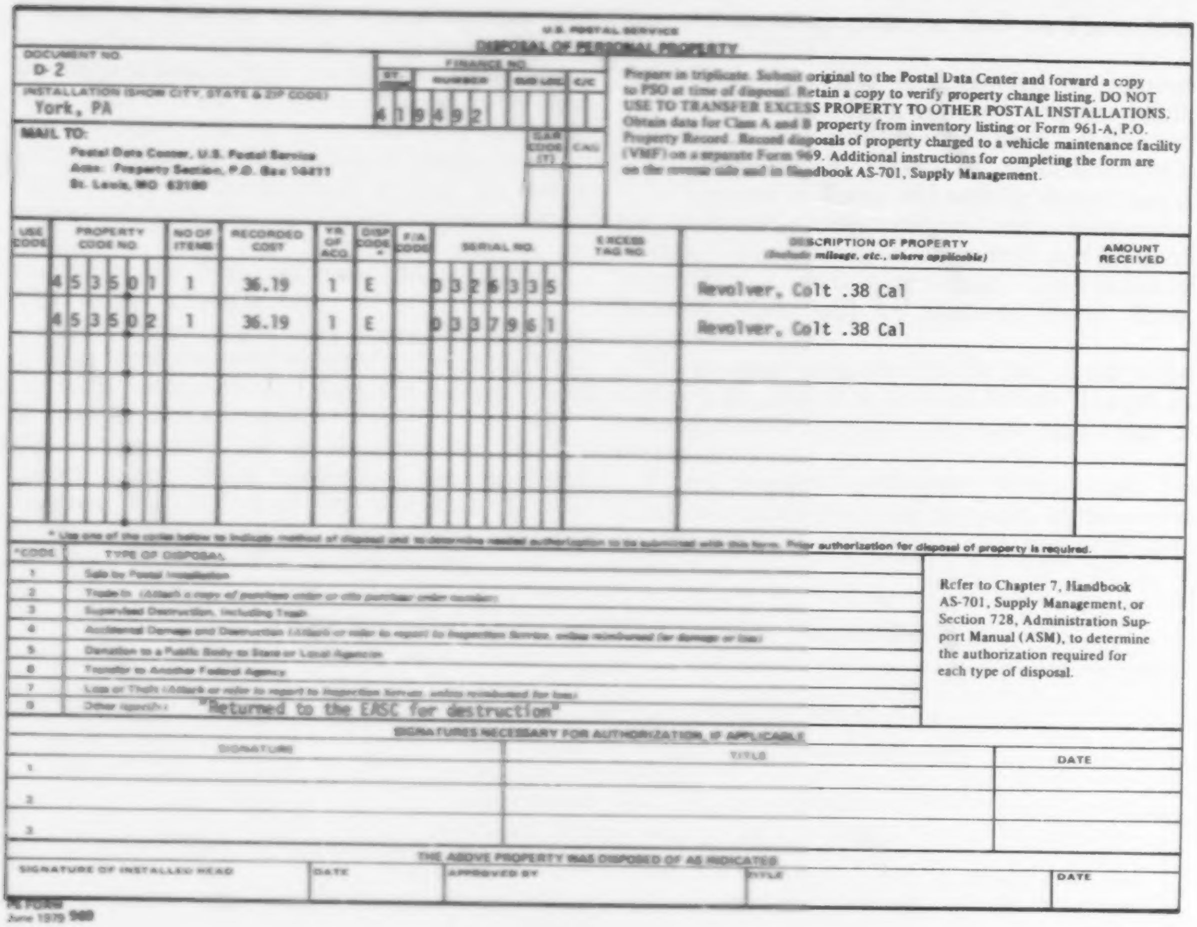
2. Should a Form 7340 be received for the transfer of weapons to the Supply Center, the St. Louis PDC should return the Form 7340 unprocessed to the originating organization with instructions that Form 969 should be prepared in accordance with this instruction.

Handbook M–18, *Firearms*, is authorized for the exclusive use of the Inspection Service, this instruction rescinds all other instructions, publication and/or handbooks referring specifically or indirectly to the use of firearms. Handbook M–17, *Use and Care of the Revolver* was obsoleted by Postal Bulletin 21239 (4-3-80).

The following information will be incorporated in a future revision of the ADMINISTRATIVE SUPPORT MANUAL in Part 276, Firearms.

Issuance of service weapons and Firearms Permits will be controlled by the Chief Postal Inspector and limited to Inspectors and Security Police Officers.

Firearms on postal property other than those carried by authorized Inspection Service personnel and recognized law enforcement officers, or those legally mailed are in violation of the rules and regulations for *Conduct on Postal Property* as stated in part 221.658 of the Postal Operations Manual and Poster 7 with that title.



U.S. POSTAL SERVICE

DISPOSAL OF PERSONAL PROPERTY

DOCUMENT NO. D-2	FINANCE NO.
INSTALLATION (SHOW CITY, STATE & ZIP CODE) York, PA	ST. 4 1 · NUMBER 9 4 9 2 · SUB LOC. · C/C
MAIL TO: Postal Data Center, U.S. Postal Service Attn: Property Section, P.O. Box 14411 St. Louis, MO 63180	CAR CODE (T) · CAG

Prepare in triplicate. Submit original to the Postal Data Center and forward a copy to PSO at time of disposal. Retain a copy to verify property change listing. DO NOT USE TO TRANSFER EXCESS PROPERTY TO OTHER POSTAL INSTALLATIONS. Obtain data for Class A and B property from inventory listing or Form 961-A, P.O. Property Record. Record disposals of property charged to a vehicle maintenance facility (VMF) on a separate Form 969. Additional instructions for completing the form are on the reverse side and in Handbook AS-701, Supply Management.

USE CODE	PROPERTY CODE NO.	NO. OF ITEMS	RECORDED COST	YR. OF ACQ.	DISP. CODE *	F/A CODE	SERIAL NO.	EXCESS TAG NO.	DESCRIPTION OF PROPERTY (Include mileage, etc., where applicable)	AMOUNT RECEIVED
	453501	1	36.19	1	E		0326335		Revolver, Colt .38 Cal	
	453502	1	36.19	1	E		0337961		Revolver, Colt .38 Cal	

* Use one of the codes below to indicate method of disposal and to determine needed authorization to be submitted with this form. Prior authorization for disposal of property is required.

*CODE	TYPE OF DISPOSAL
1	Sale by Postal Installation
2	Trade-In (Attach a copy of purchase order or cite purchase order number)
3	Supervised Destruction, Including Trash
4	Accidental Damage and Destruction (Attach or refer to report to Inspection Service, unless reimbursed for damage or loss)
5	Donation to a Public Body as State or Local Agencies
6	Transfer to Another Federal Agency
7	Loss or Theft (Attach or refer to report to Inspection Service, unless reimbursed for loss)
8	Other (specify) "Returned to the EASC for destruction"

Refer to Chapter 7, Handbook AS-701, Supply Management, or Section 728, Administration Support Manual (ASM), to determine the authorization required for each type of disposal.

SIGNATURES NECESSARY FOR AUTHORIZATION, IF APPLICABLE

	SIGNATURE	TITLE	DATE
1			
2			
3			

THE ABOVE PROPERTY WAS DISPOSED OF AS INDICATED

SIGNATURE OF INSTALLATION HEAD	DATE	APPROVED BY	TITLE	DATE

PS FORM 969
June 1979

Exhibit A

—*Inspection Service, 6-26-80.*

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Detach for international claims and inquiries personnel

INTERNATIONAL MAIL CLAIMS AND INQUIRIES—REVISED PROCEDURES

Starting July 1, 1980, a new system will be in effect for processing claims and inquiries for international mail exchanged with countries **other than Canada.** Canadian claims and inquiries will be processed in accordance with the present instructions in Publication 42. Procedures in Publication 42 for all other administrations are superseded by this POSTAL BULLETIN. These new procedures will be included in the INTERNATIONAL MAIL MANUAL. The major changes are:

1. Customers must wait a specified number of days after the date of mailing before initiating any inquiries—60 days for airmail and 90 days for surface mail.
2. An inquiry fee is required for *all* inquiries except those concerning International Express Mail or mail for which a Return Receipt was requested at the time of mailing but was not received by the customer.
3. All inquiries must be filed on Form 542, November 1979.
4. Claims for loss of registered or insured mail, other than International Express Mail, may not be filed until loss has been established through the inquiry process by use of Form 542.
5. The use of Form 565 will be discontinued for registered international mail indemnity claims. Claims for both registered and insured international mail, including International Express Mail, will be filed on Form 2855, November 1979.
6. An addressee cannot file an inquiry for loss of a registered or insured article mailed in a foreign country unless the mailing receipt is provided.
7. All inquiry and claim forms must be filled out completely and properly or they will be returned immediately to the post office for correction.

TABLE 1.—International Mail Inquiry Procedures

Reason for Filing	To report loss, damage, rifling, or delay of: —Incoming or outgoing international mail —Airmail or surface —Registered, insured, or ordinary —Postal Union mail or Parcel Post NOTE.—An *inquiry* must be completed which establishes the loss of a registered or insured article before a *claim* for loss of the article can be filed.
Who Can File	U.S. sender or U.S. addressee.
Wait Before Filing	For airmail—Wait 60 days after the date of mailing. For surface—Wait 90 days after the date of mailing.
Limit to Filing Time	Must file within 1 year from the date of mailing.
Form to Use	**Form 542** (November 1979): —Use typewriter or print with ball point pen. All copies must be legible. Do not remove any copies from the form. —Complete information on Page 1 of the form. —If the inquiry concerns a registered article mailed from the office where the inquiry is made, be sure to include dispatch particulars at the bottom of the form under "Information to be Furnished by the Office of Mailing and the Forwarding Offices".

Continued

TABLE 1.—International Mail Inquiry Procedures—Continued

Fee Required	$0.35 in stamps, affixed to the inquiry form and canceled. Exception: No fee is required if a Return Receipt requested at the time of mailing has not been received. Attach a Return Receipt to the Form 542 and mark the receipt "Duplicate". NOTE.—Be sure to mark the appropriate box at the bottom of the form under "Inquiry Fee" to show whether the fee or the duplicate Return Receipt is attached.
Send Form to	Postmaster of the International Claims and Inquiries Office responsible for the country involved. See Table 4. NOTE.—If the inquiry concerns a registered article which was mailed from a post office in the United States other than the office of inquiry, forward the Form 542 to the office of mailing for completion of dispatch particulars.

TABLE 2.—International Indemnity Claim Procedures—Insured Articles

Reason for Filing	To claim indemnity for damage, rifling, or loss* of Insured Parcel Post which is: —Incoming or outgoing —Airmail or surface *NOTE.—Claims for loss may be filed only after loss of the article has been established by the Form 542 inquiry process.
Who Can File	U.S. sender or U.S. addressee.
When to File	For damage or rifling—Within 1 year from the date of mailing. For loss—After loss is established through the Form 542 inquiry process.
Form to Use	**Form 2855** (November 1979): —If addressee is filing the claim, he completes Sections I and V of the form; the post office completes Sections III and IV. —If sender is filing the claim, he completes Sections I and II of the form; the post office completes Section III. —All copies must be legible. Do not remove any copies from the form. —Attach any related documents, for example: insurance receipt, wrapper, evidence of value, estimates of repair, customs forms, etc.
Indemnity Limits ($)	Vary with country of origin/destination. See Pub. 42, Appendix A, Table 6–2.
Send Form to	Postmaster at the International Claims and Inquiries Office responsible for the country involved. See Table 4.

TABLE 3.—International Indemnity Claim Procedures—Registered Articles

Reason for Filing	To claim indemnity for damage, rifling, or loss* of registered mail articles. *NOTE.—Claims for loss may be filed only after loss of the article has been established by the Form 542 inquiry process.
Who Can File	U.S. sender or U.S. addressee.
When to File	For damage or rifling—Within 1 year from date of mailing. For loss—After loss is established through the Form 542 inquiry process.
Form to Use	**Form 2855** (November 1979): —If addressee is filing the claim, he completes Sections I and V; the post office completes Sections III and IV. —If sender is filing the claim, he completes Sections I and II; the post office completes Section III. —All copies must be legible. Do not remove any copies from the form. —Attach any related documents, for example: registry receipt, wrapper, envelope, etc.
Indemnity Limits ($)	Vary with country of origin/destination. See Pub. 42, Appendix A, Table 6–3.
Send Form to	Postmaster at the International Claims and Inquiries Office responsible for the country involved. See Table 4.

TABLE 4.—Disposition of Completed Claim and Inquiry Forms

A. Send forms to:

Postmaster
New York, NY 10001

Country Involved

Afghanistan
Albania
Algeria
Andorra
Angola
Ascension
Austria
Azores

Bahrain
Bangladesh
Belgium
Benin
Bermuda
Botswana
Bulgaria
Burundi

Cameroon
Cape Verde
Central African Republic
Chad
Comoros
Congo (Brazzaville)
Corsica
Cyprus
Czechoslovakia
Denmark
Djibouti

Egypt
Equatorial Guinea
Estonia
Ethiopia

Faeroe
Finland
France

Gabon
Gambia
German Democratic Republic (East Germany)
Germany, Federal Republic (West Germany)
Ghana
Gibraltar
Great Britain & Northern Ireland
Greece
Greenland
Guinea

Continued

TABLE 4.—Disposition of Completed Claim and Inquiry Forms—Continued

A—Continued

Guinea-Bissau
Hungary
Iceland
Iran
Iraq
Ireland (Eire)
Israel
Italy
Ivory Coast
Jordan
Kenya
Kuwait
Latvia
Lebanon
Lesotho
Liberia
Libya
Lithuania

Luxembourg
Madagascar (Malagasy Rep.)
Madeira Islands
Malawi
Mali
Malta
Mauritania
Mauritius
Morocco
Mozambique
Netherlands
Niger
Nigeria
Norway
Oman
Pakistan
Poland
Portugal

Qatar
Reunion Island
Romania
Rwanda
St. Helena
St. Pierre & Miquelon
Saudi Arabia
Senegal
Seychelles
Sierra Leone
Somalia
South Africa
Spain
Spanish Sahara
Sudan
Swaziland
Sweden
Switzerland
Syria

Tanzania
Togo
Tristan da Cunha
Tunisia
Turkey
Uganda
Union of Soviet Socialist Republics
United Arab Emirates
Upper Volta
Uruguay
Vatican City State
Yemen (Aden)
Yemen (Sanaa)
Yugoslavia
Zaire
Zambia
Zimbabwe

B. Send forms to:
Postmaster
New Orleans, LA 70113
Country Involved

Argentina
Bahamas
Barbados
Belize
Bolivia
Brazil
Cayman Islands
Chile
Colombia
Costa Rica

Cuba
Dominican Republic
Ecuador
El Salvador
Falkland Islands
French Guiana
Grenada
Guadeloupe
Guatemala
Guyana

Haiti
Honduras
Jamaica
Leeward Islands
Martinique
Mexico
Netherlands Antilles
Nicaragua

Panama
Paraguay
Peru
St. Thomas & Principé
Suriname
Trinidad & Tobago
Turks & Caicos Islands
Venezuela
Windward Islands

C. Send forms to:
Postmaster
San Francisco, CA 94101
Country Involved

Australia
Bhutan
Brunei
Burma
China
East Timor
Fiji Islands
French Polynesia
Hong Kong

India
Indonesia
Japan
Kampuchea
Kiribati
Korea, Rep. of (South Korea)
Lao
Macao
Malaysia

Maldives
Mongolia
Nauru
Nepal
New Caledonia
New Hebrides
New Zealand
Papua-New Guinea
Philippines
Pitcairn Islands

Santa Cruz Islands
Singapore
Solomon Islands
Sri Lanka
Taiwan
Thailand
Tonga
Tuvalu
Vietnam
Western Samoa

—Rates & Classification Dept., 6-26-80.

Please detach and circulate to personnel responsible for international claims and inquiries

VACANT REGULAR RURAL ROUTES LISTING NO. 80-29

The vacant rural routes listed below will be posted for bid in accordance with the USPS-NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this POSTAL BULLETIN. Those rural carriers having special bidding rights as defined in the USPS-NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
CENTRAL REGION					
Illinois	Elizabethtown	62931	01	42:18 (42H)	72.7
Indiana	Decatur	46733	07	40:35 (41S)	49.40
	do	46733	08	38:12 (38S)	57.45
	Albany	47320	01	41:17 (41H)	50.50
	Bloomington	47401	08	43:36 (44H)	13.95
	Attica	47918	02	38:21 (38S)	79.20
Iowa	Sloan	51055	01	40:33 (41S)	98.93
Michigan	Flint	48502	07	42:26 (42H)	13.15
	Bronson	49028	02	45:21 (45H)	70.60
Missouri	Kansas City	64108	24	46:30 (43J)	23.60
Nebraska	Omaha	68106	23	48:11 (40K)	29.90
	Milford	68405	02	33:38 (34S)	67.83
Ohio	Lakeview	43331	02	44:40 (41J) Seasonal 44:00 (44H) Non-Seasonal	39.20 39.20
	Kent	44240	02	63:27 (48K)	42.05
	Sycamore	44882	03	39:19 (39H)	70.45
	Rutland	45775	01	29:39 (30S)	63.30
EASTERN REGION					
Maryland	Davidsonville	21035	01	42:24 (42H)	28.60
	Finksburg	21048	04	45:34 (42J)	27.55
	Gambrills	21054	05	39:47 (40H)	30.85
	Westminster	21157	02	50:03 (46J)	57.10
	Elkton	21921	01	48:47 (41K)	43.35
New Jersey	Thorofare	08086	03	35:44 (35H)	9.60
New York	Forestville	14062	01	34:53 (35S)	47.10
Pennsylvania	Gordonville	17529	01	43:47 (44H)	41.60
	New Providence	17560	02	39:56 (40H)	21.80
	Allentown	18101	06	39:46 (40H)	28.40
Virginia	Fairfax	22030	17	42:08 (42H)	30.30
	Herndon	22070	60	47:28 (40K)	16.90
	Spotsylvania	22553	04	48:28 (40K)	40.10
	Waynesboro	22980	03	41:55 (42H)	34.10
NORTHEAST REGION					
Rhode Island	Hope Valley	02832	01	43:00 (43H)	55.96
New Hampshire	Lebanon	03766	02	43:43 (44H)	48.34
Maine	Gorham	04038	06	44:07 (44H)	41.90
	Scarborough	04074	07	38:38 (40H)	15.56
	Frankfort	04438	01	49:49 (46J)	90.25
Vermont	Randolph	05060	01	40:08 (40S)	58.00
	Ludlow	05149	01	29:32 (29S)	43.00
	Lyndonville	05851	02	38:28 (38S)	53.00
SOUTHERN REGION					
Alabama	Roanoke	36274	01	43:32 (44H)	80.60
	Headland	36345	03	36:26 (36S)	73.75
	Semmes	36575	02	51:47 (43K)	43.00
	Fairhope	36532	03	35:21 (35S)	41.95
	Newton	36352	02	36:23 (36S)	66.95
	Grand Bay	36541	04	46:31 (43J)	46.30
	Mobile	36608	15	35:52 (36S)	45.10
Arkansas	Mineral Springs	71851	01	38:29 (38S)	78.05
	Fayetteville	72701	06	52:05 (43K)	65.95
	Hope	71801	01	51:24 (43K)	74.95
	Lepanto	72354	01	32:53 (33S)	71.10
Florida	Brooksville	33512	16	44:04 (44H)	19.95
	Tampa	33602	18	47:46 (40K)	22.88
	Fort Meade	33841	01	45:10 (45H)	90.55
	Haines City	33844	04	39:15 (29S)	49.24
	Tallahassee	32301	06	44:25 (41J)	54.65
	do	32308	03	47:13 (43J)	56.00
	do	32312	13	41:18 (41H)	60.80
	Altoona	32702	01	36:20 (36H)	31.90
	Leesburg	32748	13	36:35 (37S)	26.30
	Melbourne	32901	07	41:20 (41S)	33.90
	Cocoa	32922	04	40:54 (41H)	46.85
	Sebastian	32958	06	39:16 (39H)	30.34
	Clearwater	33515	02	45:04 (45H)	27.70
Georgia	Kennesaw	30144	06	30:05 (30S)	34.50
	Conyers	30207	09	51:13 (43K)	54.70
	Dearing	30808	01	42:55 (43H)	78.05
	Calhoun	30701	07	41:28 (41H)	45.74
	Blakely	31723	02	42:24 (42H)	75.60
	Butler	31006	01	45:00 (41J)	117.40
	Dry Branch	31020	01	53:59 (45K)	103.85
	Hawkinsville	31036	01	50:16 (42K)	88.50
	Douglas	31533	01	46:40 (43J)	78.00
Louisiana	Lake Charles	70601	02	47:26 (40K)	83.00
	Independence	70401	01	54:21 (45K)	83.70
	New Iberia	70560	02	46:25 (43J)	66.60
	Baker	70714	04	36:02 (36H)	28.15
Mississippi	Forest	39074	01	43:07 (43H)	77.35
	do	39074	05	37:24 (37S)	65.05
	Pascagoula	39567	02	53:58 (45K)	108.95
	Corinth	38834	04	43:51 (44H)	67.75
North Carolina	Leicester	28748	01	50:31 (46J)	56.00
	Burlington	27215	08	49:34 (45J)	42.10
	Lexington	27292	18	34:52 (35H)	37.90
	Mount Gilead	27306	02	49:13 (45J)	82.80
	Lillington	27546	04	30:18 (30S)	49.65
	Franklinton	27525	01	43:05 (43H)	80.00
	Harrisburg	28075	02	45:12 (41J)	55.00
	Shelby	28150	09	47:38 (44J)	46.00
	Charlotte	28228	07	55:05 (46K)	54.00
	Hickory	28601	07	44:18 (44H)	47.00
	Garland	28441	02	39:46 (40S)	84.55
	Brevard	28712	02	48:54 (45J)	62.00
Oklahoma	Walters	73572	01	44:00 (44H)	109.50
	Broken Arrow	74012	06	50:26 (42K)	51.09
	Claremore	74017	09	37:40 (38S)	49.90
	Cushing	74023	04	41:09 (41S)	66.35
	Mounds	74047	02	45:32 (42J)	92.55
	Depew	74028	01	46:15 (46H)	126.25
	Ponca City	74601	04	41:10 (41S)	116.45
	do	74601	07	40:26 (40H)	33.06
South Carolina	Lake City	29560	01	45:32 (46H)	72.00
	do	29560	04	46:29 (46H)	72.00
	York	29745	03	52:51 (44K)	101.00
	North Augusta	29841	05	50:29 (42K)	45.30
	Blythewood	29016	01	42:57 (43H)	74.40
	Irmo	29063	05	40:54 (41H)	34.65
	Leesville	29070	01	47:56 (40K)	107.10
	do	29070	05	43:12 (43H)	62.25
	Newberry	29108	03	44:48 (41J)	80.05
	Pomaria	29126	01	40:03 (41H)	76.66
Tennessee	Smithville	37166	03	53:05 (44K)	86.35
	Springfield	37172	06	45:43 (46H)	72.30
	Dyersburg	38024	04	46:38 (43J)	67.90
Texas	Corsicana	75110	05	36:18 (36S)	96.55
	Long Branch	75669	01	28:39 (29S)	77.90
	San Antonio	78284	22	47:17 (43J)	36.00
	do	78284	23	30:22 (30S)	32.25
	Chester	75936	01	49:18 (41K)	130.20
	Jasper	75951	03	46:56 (45J)	116.95
	El Paso	79910	07	46:01 (40K)	36.20
	Clarksville	75426	04	34:37 (35J)	69.90
	DeKalb	75559	04	35:05 (35S)	88.25
	Houston	77016	07	49:34 (41K)	46.50
	Lufkin	75901	12	45:00 (43H)	34.70

VACANT REGULAR RURAL ROUTES TO BE POSTED—Continued

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
WESTERN REGION					
California	Carpinteria	93013	01	56:47 (47K)	42.70
	Oroville	95965	07	35:50 (36S)	59.90
	Redding	96002	03	47:04 (43J)	38.50
Hawaii	Makawao	96768	01	43:38 (44H)	25.20
	do	96768	02	41:00 (41H)	43.00
	do	96768	04	36:22 (37S)	24.65
Idaho	Hayden Lake	83835	04	36:37 (37H)	17.35
	Post Falls	83854	08	40:04 (40H)	14.85
Montana	Billings	59101	02	42:20 (42H)	26.00
Oregon	Beaver Creek	97004	02	47:11 (43J)	38.25
	St. Helens	97051	02	47:51 (40K)	62.65
	Wilsonville	97070	04	44:57 (41J)	11.95
	Grants Pass	97526	10	56:47 (47K)	43.70
Washington	Kent	98031	01	51:13 (43K)	37.15
	Anacortes	98221	01	44:47 (41J)	43.70
	Marysville	98270	08	44:22 (41J)	22.90
	do	98270	09	43:11 (43H)	32.20
	Mount Vernon	98273	04	37:57 (38S)	46.80
	Mead	99021	03	36:08 (36S)	32.30
	Kettle Falls	99141	02	40:30 (41S)	105.30

*The "Route Classification and Evaluation" published in this POSTAL BULLETIN may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

—Labor Relations Dept., 6–26–80.

NON-FOREIGN PER DIEM RATE CHANGES

Changes in per diem rates prescribed for official travel in Alaska, Hawaii, the Commonwealth of Puerto Rico, and possessions of the United States effective June 3, 1980, are listed below. Four locations in Hawaii have been deleted, use maximum rate shown for *All Other Localities.*

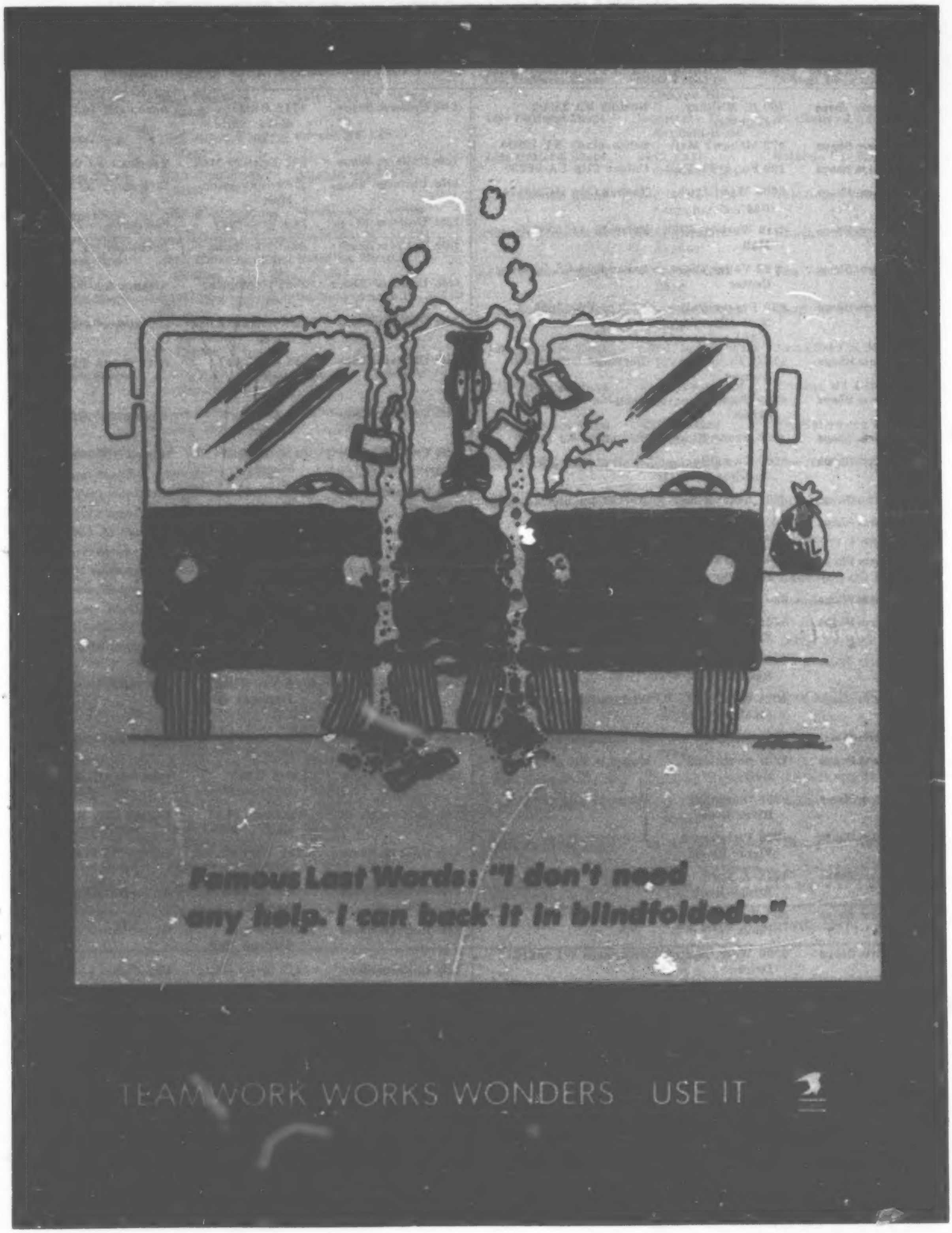
Locality:	*Maximum rate*
Alaska:	
Adak [1]	$9.65
Anchorage	72.00
Barrow	111.00
Bethel	93.00
Cold Bay	74.00
College	67.00
Cordova	84.00
Deadhorse	94.00
Dillingham	83.00
Dutch Harbor	82.00
Eielson AFB	67.00
Elmendorf AFB	72.00
Fairbanks	67.00
Ft. Richardson	72.00
Ft. Wainwright	67.00
Kodiak	84.00
Kotzebue	91.00
Murphy Dome	67.00
Noatak	91.00
Nome	90.00
Noorvik	91.00
Shemya AFB [1]	11.00
Shungnak	91.00
Spruce Cape	84.00
Tanana	90.00
Valdez	70.00
Wainwright	79.00
Other	62.00
American Samoa	54.00
Guam, M.I.	60.00
Hawaii:	
Oahu	70.00
*All Other Localities	60.00
*Johnston Atoll [2]	15.50
Midway Islands [1]	9.65
Puerto Rico:	
Aguadilla (Incl. CG Air Station Borinquen)	63.00
Bayamon:	
12/16–5/15	102.00
5/16–12/15	75.00
Carolina:	
12/16–5/15	102.00
5/16–12/15	75.00
Dorado	54.00
Fajardo:	
12/16–5/15	102.00
5/16–12/15	75.00
Ft. Buchanan: (Incl. GSA Service Center, Guaynabo):	
12/16–5/15	102.00
5/16–12/15	75.00
Mayaguez	63.00
Ponce (Incl. Ft. Allen NCS)	58.00
Roosevelt Roads:	
12/16–5/15	102.00
5/16–12/15	75.00
Sabana Seca:	
12/16–5/15	102.00
5/16–12/15	75.00
San Juan (Incl. San Juan Coast Guard Units):	
12/16–5/15	102.00
5/16–12/15	75.00
Other	63.00
Virgin Islands of U.S.:	
12/1–4/30	89.00
5/1–11/30	65.00
Wake Island [2]	17.00
Other localities	15.00

[1] Commercial facilities are not available. This per diem rate covers charges for meals in available facilities plus an additional allowance for incidental expenses and will be increased by the amount paid for Government quarters by the traveler.

[2] Commercial facilities are not available. Only Government owned and contractor operated quarters and mess are available at this locality. This per diem rate is the amount necessary to defray the cost of lodging, meal, and incidental expenses.

*Indicates new locality or change in maximum rate.

—Finance Dept., 6–26–80.


Famous Last Words: "I don't need any help. I can back it in blindfolded..."
TEAMWORK WORKS WONDERS USE IT

UNIFORM PROGRAM—LICENSED VENDOR LISTING

Each of the following uniform vendors has received a vendor's license since distribution of Publication 136, *Licensed Vendor Listing*. These lists must be posted where they are readily available for employees.

Life Uniform Shops	700 N. Military Highway	Norfolk VA 23502
Life Uniform Shops	472 Mohawk Mall	Schenectady NY 12304
Life Uniform Shops	189 Fox Hills Mall	Culver City CA 90230
Life Uniform Shops	8600 Ward Parkway	Kansas City MO 64114
Life Uniform Shops	#19 Western Hills Mall	Fairfield AL 35062
Life Uniform Shops	#23 Valley Plaza Center	Bakersfield CA 93304
Life Uniform Shops	422 Beaver Valley Mall (Rts. 51 & 18)	Monaca PA 15061
Life Uniform Shops	11332 Euclid Avenue	Cleveland OH 44106
Life Uniform Shops	4515 Popular Street	Memphis TN 38117
Life Uniform Shops	#39 Broad Street	Bloomfield NJ 07003
Life Uniform Shops	1000 Two Mile Parkway	Goodlettsville TN 37072
Life Uniform Shops	6297 State Street	Murray UT 84107
Life Uniform Shops	3601 East Broadway	Tucson AZ 85716
Life Uniform Shops	5001 N.E. Thurston Way	Vancouver WA 98662
Life Uniform Shops	335 E. 23rd Street	New York NY 10010
Life Uniform Shops	8704 Abercorn Extension	Savannah GA 31406
Life Uniform Shops	4800 Briarcliff Road, N.E.	Atlanta GA 30345
Life Uniform Shops	2021 North Amidon	Wichita KS 67211
Life Uniform Shops	27 S. Euclid	St. Louis MO 63110
Life Uniform Shops	1264 Southland Mall	Memphis TN 38116
Life Uniform Shops	2931 Olentangy River Road	Columbus OH 43202
Life Uniform Shops	7979 Pittsford & Victor Roads	Victor NY 14564
Life Uniform Shops	4013–A Norman Bridge Road	Montgomery AL 36111
Life Uniform Shops	255 West Shore Plaza	Tampa FL 33609
Life Uniform Shops	5500 West Capitol Drive	Milwaukee WI 53216
Life Uniform Shops	1107 Walnut Street	Philadelphia PA 19107
Life Uniform Shops	6020 East 82nd Street	Indianapolis IN 46250
Life Uniform Shops	6121 Sunrise Mall	Citrus Heights CA 95610
Life Uniform Shops	5700 Reed Blvd.	New Orleans LA 70127
Life Uniform Shops	409 Los Cerritos Center	Cerritos CA 90701
Life Uniform Shops	3661 Maryland Parkway	Las Vegas NV 89109
Life Uniform Shops	186 Sharpstown Center	Houston TX 77036
Life Uniform Shops	1717 Brittain Road, Suite #118	Akron OH 44310
Life Uniform Shops	242 Echelon Mall	Voorhees NJ 08043
Life Uniform Shops	#89 Livingston Mall	Livingston NJ 07039
Life Uniform Shops	206 Broadway	San Antonio TX 78205
Life Uniform Shops	387 East Main Street	Rochester NY 14604
Life Uniform Shops	2841 Greenbriar Parkway, SW	Atlanta GA 30331
Life Uniform Shops	1230A Hawthorne Plaza	Hawthorne CA 90250
Life Uniform Shops	514 Seminary South Shopping Center	Fort Worth TX 76115
Life Uniform Shops	278 Colonie Center	Albany NY 12205
Life Uniform Shops	3952–H 42nd Street	Odessa TX 79762
Life Uniform Shops	5660 Brainerd Road	Chattanooga TN 37411
Life Uniform Shops	7601 South Cicero Avenue	Chicago IL 60652
Life Uniform Shops	125 Winrock Center	Albuquerque NM 87110
Life Uniform Shops	3002 Springfield Mall	Mobile AL 36606
Life Uniform Shops	301 N. Stadium Blvd.	Columbus MO 65201
Life Uniform Shops	755 New Jersey Highway (Rt. 18)	E. Brunswick NJ 08816
Life Uniform Shops	249A Routes 66 & 35	Ocean Twp. NJ 07712
Life Uniform Shops	12544 S.E. Division Street	Portland OR 97236
Life Uniform Shops	Roosevelt Field Mall	Garden City NY 11530
Life Uniform Shops	1492 Willowbrook Mall	Wayne NJ 07470
Life Uniform Shops	525 N. Grand Avenue	St. Louis MO 63103
Life Uniform Shops	122–A Four Seasons Mall	Greensboro NC 27407
Life Uniform Shops	1213 Merle Hay Way	Des Moines IA 50316
Life Uniform Shops	1249 Santa Monica Mall	Santa Monica CA 90401
Life Uniform Shops	Center Bridge Road	Fairview OH 44126
Life Uniform Shops	4400 Ashford-Dunwoody Road	Atlanta CA 30346
Life Uniform Shops	1655 Boston Road	Springfield MA 01129
Life Uniform Shops	#1904 Penn Square	Oklahoma City OK 73118
Life Uniform Shops	3200 Elton Road	Johnstown PA 15904

UNIFORM PROGRAM—LICENSED VENDOR LISTING—Continued

Life Uniform Shops	3717 Forbes Avenue	Pittsburgh PA 15904
Life Uniform Shops	36 South State, Suite 152	Salt Lake UT 84111
Life Uniform Shops	1546 Ridge Road West	Greece NY 14615
Life Uniform Shops	1115 Cumberland Mall	Atlanta GA 30339
Life Uniform Shops	1008 Rogers Plaza	Wyoming MI 49509
Life Uniform Shops	250 Granite Street	Braintree MA 02184
Life Uniform Shops	#18 Crosswoods Centre	Fairview Heights IL 62208
Life Uniform Shops	2805 Tyrone Blvd.	St. Petersburgh FL 33710
Life Uniform Shops	Northshore Shopping Center	Peabody MA 01960
Life Uniform Shops	1800 West Mercury Blvd.	Hampton VA 23666
Life Uniform Shops	Neshaminy Mall Rt. #1	Cornwells Heights PA 19020
Life Uniform Shops	90 Elm Street	Enfield CA 06082
Life Uniform Shops	259 Smith Haven Mall	Lake George NY 11755
Life Uniform Shops	3548 Mayfield Road	Cleveland Heights OH 44118
Life Uniform Shops	#68 Meridan Square	Meridan CT 06450
Life Uniform Shops	7800 South Anthony Blvd.	Fort Wayne IN 46816
Life Uniform Shops	404 Bergen Mall Shopping Center	Paramus NJ 07652
Life Uniform Shops	#96 South County Centerway	St. Louis MO 63129
Life Uniform Shops	38 Yorktown Convenience Center	Lombard IL 60148
Life Uniform Shops	1126 Valley View Center	Dallas TX 75240
Life Uniform Shops	7540 Louis Pasteur Drive	San Antonio TX 78228
Life Uniform Shops	7918 Dodge Street	Omaha NE 68114
Life Uniform Shops	434 University	San Diego CA 92103
Life Uniform Shops	3400 Main Street	Buffalo NY 14214
Life Uniform Shops	6555 Topanga Canyon Blvd.	Canoga Park CA 91303
Life Uniform Shops	Interstate 70 & Banfield Road	St. Clairsville OH 43950
Life Uniform Shops	3441 East Colonial Drive	Orlando FL 32803
Life Uniform Shops	258 Southwyck Shopping Center	Toledo OH 43614
Life Uniform Shops	9691 Colerain Avenue	Cincinnati OH 45239
Life Uniform Shops	4300 Meadows Lane	Las Vegas NV 89107
Life Uniform Shops	520 Tri-Country Mall	Cincinnati OH 45426
Life Uniform Shops	3636 East Century Blvd.	Lynwood CA 90262
Life Uniform Shops	6541 Woodward Avenue	Detroit MI 48202
Life Uniform Shops	232 S. State Road, #7	W. Hollywood FL 33023
Life Uniform Shops	Shoppingtown Mall	Dewitt NY 13214
Life Uniform Shops	198 Montgomery Mall	N. Wales PA 19454
Life Uniform Shops	Route 80 & Mt. Hope Avenue	Rockaway Twp. NJ 07866
Life Uniform Shops	7200 West Almeda	Lakewood CO 80226
Life Uniform Shops	3301 Central Avenue	Toledo OH 43606
Life Uniform Shops	#27 Park Plaza Shopping Center	Little Rock AR 72205
Life Uniform Shops	4001 Chapel Hill Blvd.	Durham NC 27707
Life Uniform Shops	4070 Victory Blvd.	Portsmouth VA 23701
Life Uniform Shops	848 Oak Street	Atlanta GA 30310
Life Uniform Shops	1923 Church Street	Nashville TN 37200
Life Uniform Shops	95 Moorland Road	Brookfield WI 53005
Life Uniform Shops	20290 Hawthorne Blvd.	Torrance CA 90503

—Labor Relations Dept., 6-26-80.

NOTICE TO DRIVER: DRIVE COURTEOUSLY; OBSERVE TRAFFIC REGULATIONS; PROTECT CHILDREN

BIG BULK BUSINESSES BUGGED BY BADLY BUNDLED BAGS

PACK SAME COLOR AND SIZE BAGS

IN SAME TYPE CONTAINER BAG

– USE GRAY LABELS

MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices, including Inspection Service Forms 577, should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below). Destroy PB 21250 listing. **B. Old Style.** (Gray). **C. Counterfeit.** The listing from PB 21240 remains valid for both B. and C.

165 705 7000 to 7999
206 493 4600 to 4799
206 793 5600 to 6499
208 287 8700 to 8899
209 728 2600 to 3099
210 868 4500 to 4699
211 238 0459 to 0999
211 436 5608 to 5699
213 123 9827 to 9999
213 578 4229 to 4399
213 822 5800 to 6299
214 159 4800 to 4999
215 532 5100 to 5399
215 538 0200 to 0499
216 678 6072 to 6999
217 210 7100 to 7299
217 241 5400 to 5799
217 268 2574 to 2699
217 667 3400 to 3599
217 672 4200 to 4599
217 902 4181 to 4299
218 755 4591 to 4699
220 350 0000 to 0999
221 371 4600 to 4999
221 626 2100 to 2299
221 661 5318 to 5499
222 224 8100 to 8499
222 536 2000 to 2299
224 206 6395 to 6499
224 554 9830 to 0399
225 268 1655 to 1799
225 711 9700 to 9999
225 712 0000 to 0999
225 767 2000 to 2299
227 097 4600 to 4699
227 254 9800 to 0099
227 611 4000 to 4599
228 660 5976 to 5999
229 117 4866 to 4999
229 346 9900 to 9999
229 434 3500 to 3599
229 531 9700 to 9899
229 563 1918 to 1999
229 576 1800 to 1899
230 406 2975 to 2999
230 826 8683 to 8799
231 126 6475 to 6499
231 147 0883 to 1499
231 525 7893 to 7999
231 651 8280 to 8299
231 725 2789 to 2799
232 295 7249 to 7599
232 319 6535 to 6599
232 426 6620 to 6699
232 665 0292 to 0399
233 262 7907 to 7999
233 407 5872 to 5899
233 453 8902 to 8929
233 516 6100 to 6199
233 638 1200 to 1799
234 031 6456 to 6999
234 064 8437 to 8499
234 261 4500 to 4599
234 431 3655 to 3699
234 500 2944 to 2999
234 659 4000 to 4199
234 659 8700 to 8999
234 742 1948 to 1999
234 802 1060 to 1199
234 997 1000 to 1599
235 254 2060 to 2099
235 439 6181 to 6299
235 644 7061 to 7099
235 925 8767 to 8799
236 145 5082 to 5099
236 388 4842 to 5099
236 467 6573 to 6599
236 566 2555 to 2599
236 576 9520 to 9599
236 656 6422 to 6499
236 755 8000 to 8099
236 937 5803 to 5999
236 941 5400 to 5499
237 413 7500 to 7599
237 423 4111 to 4199
237 457 5600 to 5699
237 457 5800 to 5899
237 574 8657 to 8799
237 702 6823 to 6899
237 702 6921 to 6999
238 165 7700 to 7799
238 169 7587 to 7599
238 377 4508 to 4599
238 377 4607 to 4699
238 586 3100 to 3299
239 199 0700 to 1099
239 204 9916 to 9999
239 481 4728 to 4799
239 549 7116 to 7499
239 575 2000 to 2199
239 596 4800 to 4999
239 640 5708 to 5728
239 724 1489 to 1499
239 985 7000 to 7499
240 042 3151 to 3169
240 108 6501 to 6599
240 252 6400 to 6899
240 256 2900 to 3199
240 559 4363 to 4399
240 639 3561 to 3599
240 855 7000 to 7099
240 901 5900 to 5999
241 081 9274 to 9299
241 224 7209 to 7299
241 685 5124 to 5199
241 694 1800 to 1899
241 753 7766 to 7799
241 902 2600 to 2799
242 021 2262 to 2499
242 327 4984 to 4999
242 576 1609 to 1699
242 585 4155 to 4299
242 591 4500 to 4699
242 605 0000 to 0999
242 621 8314 to 8399
242 781 0789 to 0799
242 816 1337 to 1399
243 112 4109 to 4120
243 228 7200 to 7499
243 766 6730 to 6799
243 805 0000 to 0299
243 906 7800 to 8199
244 299 2000 to 2199
244 366 8800 to 8899
244 381 3024 to 3099
244 525 0719 to 0799
244 657 7700 to 7899
244 678 2333 to 2499
244 742 7748 to 7799
244 743 7100 to 7399
244 895 5575 to 5599
245 103 9300 to 9399
245 103 9400 to 9499
245 118 6754 to 6768
245 279 1420 to 1499
245 279 1510 to 1599
245 591 1626 to 1799
245 695 0346 to 0399
245 973 2677 to 2699
246 076 7300 to 7399
246 155 4048 to 4099
246 155 5000 to 5499
246 402 6511 to 6599
246 608 6300 to 6399
246 609 9545 to 9799
246 741 2082 to 2099
246 816 2600 to 2699
246 973 1372 to 1399
247 012 0500 to 0599
247 066 9300 to 9399
247 086 4200 to 4299
247 113 5635 to 5699
247 490 1960 to 1999
247 490 2086 to 2099
247 497 4000 to 4099
247 544 0200 to 0214
247 575 4400 to 4499
247 929 6417 to 6799
247 983 1511 to 1899
248 120 4322 to 4399
248 244 7246 to 7299
248 317 7624 to 7699
248 397 2163 to 2199
248 423 4864 to 4999
248 440 7916 to 7971
248 718 7317 to 7399
249 680 4872 to 4899
249 945 6900 to 6999
249 996 6000 to 6099
249 996 6300 to 6499
250 452 4971 to 4999
250 483 0600 to 0699
250 547 7046 to 7099
250 565 7029 to 7099
250 833 7200 to 7399
250 951 4340 to 4363
250 991 9778 to 9799
251 518 6281 to 6399
251 964 6056 to 6199
251 997 2913 to 2999
252 171 2041 to 2056
252 206 2101 to 2199
252 206 9532 to 9599
252 235 4400 to 4499
252 235 4581 to 4899
252 238 2299 to 2399
252 432 6988 to 6999
252 891 1159 to 1199
253 175 2670 to 2699
253 192 7311 to 7399
253 293 5931 to 5940
253 446 4033 to 4099
253 547 6013 to 6049
253 547 6054 to 6099
253 747 6924 to 6999
254 107 8590 to 8599
254 107 8913 to 8999
254 259 8867 to 8899
254 259 8951 to 9099
254 740 8408 to 8445
255 125 5568 to 5599
255 125 8500 to 8599
255 150 5300 to 5399
255 176 5373 to 5399
255 276 0949 to 0999
255 754 3621 to 3699
255 857 4749 to 4799
256 140 5400 to 5499
256 193 5100 to 5159
258 480 2600 to 2899
258 618 0254 to 0299
258 643 2765 to 2774
258 950 5217 to 5299
258 950 5433 to 5499
259 227 0000 to 1499
259 745 1300 to 1499
259 950 3053 to 3099
259 950 3300 to 3499
260 039 2699 to 2999
260 144 7415 to 7499
260 479 3500 to 3599
261 533 2067 to 2299
800 502 3000 to 3999
800 941 7900 to 7999
801 278 3600 to 3999
801 579 6056 to 6098
801 629 1900 to 1999
802 029 5199 to 8999
802 265 0575 to 1999
802 774 0000 to 4999

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Warning Notice—Unrecovered Stolen Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)

The following money orders are void and should not be cashed: (1) All card type orders. (2) New style orders 000,000,001—199,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, KIA OB1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21250 article.

200,400,512 to 0,600
200,467,313 to 7,500
201,328,601 to 9,300
201,963,699 to 3,800
201,980,250 to 0,299
202,545,957 to 6,000
207,218,569 to 8,600
208,872,242 to 2,257
209,190,001 to 5,000
210,301,801 to 2,000
210,835,285 to 5,300
210,935,633 to 5,700
212,900,201 to 0,300
213,345,001 to 5,100
213,504,865 to 5,000
216,823,954 to 4,000
217,621,979 to 2,100
217,622,401 to 2,800
218,660,066 to 0,700
219,494,026 to 4,130
219,692,001 to 2,100
224,126,989 to 7,100
226,781,246 to 1,400
226,073,655 to 3,700
227,129,004 to 9,400
227,564,701 to 4,800
229,000,595 to 0,600
229,083,686 to 3,700
229,428,120 to 8,300
230,004,990 to 5,200
230,143,701 to 4,000
231,387,001 to 7,500
234,067,232 to 7,300
235,833,783 to 3,800
237,386,845 to 7,000
238,758,669 to 8,730
239,162,130 to 2,200
239,863,796 to 3,870
239,864,826 to 4,900
240,362,301 to 2,600
241,535,801 to 6,000
242,545,470 to 5,800
242,917,801 to 8,000
243,920,027 to 0,100
244,343,084 to 3,100
244,583,557 to 3,600
245,740,589 to 0,600
245,767,347 to 7,400
247,636,179 to 6,200
247,649,190 to 9,200
247,760,081 to 0,100
250,442,960 to 3,000
252,160,301 to 0,393
252,494,635 to 4,700
253,094,279 to 4,400
253,181,800 to 1,900
253,641,268 to 1,300
254,680,851 to 0,900
259,412,918 to 2,954
261,707,201 to 7,400
261,766,701 to 6,800
262,740,206 to 0,300
263,414,901 to 5,800
264,474,080 to 4,300
266,472,561 to 2,860
268,746,401 to 6,500
270,677,679 to 7,696
272,291,501 to 1,600
274,450,824 to 0,900
274,873,716 to 4,100
275,288,303 to 8,700
278,286,361 to 6,400
278,737,201 to 7,300
278,846,365 to 6,600
282,204,343 to 4,700
282,909,819 to 9,900
284,943,445 to 3,500
285,397,992 to 8,400
286,837,601 to 7,900
288,349,047 to 9,500
288,657,574 to 7,600
291,853,923 to 3,969
295,946,650 to 6,661
296,077,001 to 7,053
296,077,201 to 7,300
297,173,660 to 3,900
297,213,342 to 3,500
297,444,801 to 5,500
297,700,501 to 0,700
298,072,101 to 2,600
299,902,655 to 2,700
305,253,101 to 3,600
306,165,495 to 5,500
306,698,463 to 8,500
306,933,345 to 3,400
307,200,601 to 1,000
307,806,061 to 6,100
310,917,957 to 8,100
310,956,020 to 6,200
311,577,901 to 8,100
311,994,658 to 4,700
314,162,132 to 2,200
315,105,301 to 5,500
315,788,118 to 8,140
317,630,301 to 0,400
321,087,737 to 7,800
321,272,306 to 2,400
321,489,229 to 9,300
322,180,820 to 1,000
323,294,360 to 4,400
323,296,838 to 6,856
323,297,695 to 7,730
323,485,231 to 5,240
323,997,101 to 7,400
326,023,246 to 3,300
328,436,401 to 6,500
331,892,798 to 3,000
332,069,432 to 9,500
336,646,801 to 7,300
336,661,265 to 1,500
336,825,701 to 7,000
336,909,925 to 0,000
337,395,212 to 5,300
338,038,706 to 8,800
338,891,701 to 2,200
339,519,801 to 9,900
339,735,184 to 5,200
340,711,001 to 3,000
341,462,701 to 2,900
343,703,708 to 3,900
343,760,901 to 1,000
343,945,919 to 5,940
344,536,201 to 6,400
344,821,230 to 1,297
344,854,601 to 4,700
345,299,801 to 9,900
345,986,501 to 6,600
347,238,201 to 8,300
347,975,946 to 5,959
348,086,296 to 6,300
348,190,501 to 0,900
349,779,757 to 9,800
351,452,949 to 3,000
351,490,001 to 0,600
353,461,741 to 1,800
355,360,601 to 1,000
357,010,401 to 0,500
357,339,409 to 9,455
358,180,401 to 0,600
359,269,750 to 9,790
359,547,122 to 7,150
359,790,481 to 0,540
359,791,901 to 1,920
359,994,676 to 4,700
361,168,730 to 8,900
361,201,906 to 2,100
362,295,806 to 5,819
363,463,501 to 4,500
363,475,801 to 6,100
363,496,901 to 7,000
363,633,090 to 3,100
363,794,701 to 5,200
365,301,401 to 1,500
365,867,517 to 7,600
366,967,107 to 7,200
374,988,860 to 8,880
375,079,981 to 80,030

UNITED STATES POSTAL SERVICE
WASHINGTON, D.C. 20260
OFFICIAL BUSINESS

PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE, $300

U.S.MAIL

FIRST CLASS

Schedule. The Postal Bulletin is published every Thursday by the Directives and Forms Division of the U.S. Postal Service, Washington, DC 20260.

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Index. A quarterly index of Bulletin articles appears early in the months of January, April, July, and October.

Orders.

Public sale:
Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402
Single copy: $1.25; $1.60 foreign
Subscription: $52.00; $62.50 for foreign mailing

Postal facilities:
For one time orders, send Form 7380 to the Eastern Area Supply Center.
To change quantity received, send Form 1286 to the Directives and Forms Division, giving justification.

21252

UNITED STATES POSTAL SERVICE
U.S. MAIL

postal bulletin

PB 21252—July 3, 1980—16 Pages

All Post Offices, Stations, Branches and Administrative Offices of Contract Units

Selective Service Registration Process

Selective Service registration will commence on July 21, 1980. All post offices, stations and branches should have received by July 10, 1980, at least two separate packages containing the necessary registration material. In one package is a supply of posters, mailing labels, Registration Report forms, etc.; the other package contains actual registration forms, information brochures and Change of Information Cards. If *both* of these packages have not been received by July 10, 1980, contact your *MSC Coordinator.* Administrative offices of contract retail facilities (including community post offices) will receive an additional envelope with Registration Poster No. 25 (see bottom left corner). If these are not received by July 10, contact your MSC Coordinator.

Upon receipt of the packages containing posters for Selective Service, *immediately* prepare (see following instructions) and display Registration Poster No. 15 and Registration Poster 25.

Registration Poster No. 15 (page 12) is to be displayed in all post offices, classified stations and branch lobbies. Prior to posting, the indicated blank spaces *must be* filled in *exactly* like the sample. Insure the blank spaces under *WHO* and *WHEN* sections are all completed.

Administrative offices of contract retail units are to complete and have posted in contract units, Registration Poster No. 25 (page 13). In the section, *You may register at,* fill in the name and address of the nearest post office, station or branch where registration will be conducted. Also, fill in the next section, *Registration Schedule* exactly like the *WHEN* section in Poster No. 15.

Any questions must be referred to your MSC Selective Service Coordinator.

Registration Poster No. 20, *Registering for Selective Service,* should not be displayed until July 21. Remove all posters from display at close of business Saturday, August 2, 1980. Registration Posters No. 15 and 25 may be destroyed. Retain Poster No. 20 for future use.

—Delivery Services Dept., 7–3–80.

Denying Freedom of Information Act and Privacy Act Requests

The procedures for denying Freedom of Information and Privacy Act requests are contained in 353.521 and 353.428a of the ADMINISTRATIVE SUPPORT MANUAL. These instructions are reprinted below and must be followed by Records custodians responsible in all cases involving denials under these acts.

Responsibilities of Records Custodians

Freedom of Information Act

352.521 The custodian of the requested record is the person responsible for determining whether to comply with or to deny the request. *A custodian who is not an Officer as defined in 111.7, however, should not deny a request until he has obtained the advice of Regional Counsel.* If denial of a request appears necessary, the custodian should seek advice as soon as possible after receipt of the request so as to provide adequate time for legal review.

Privacy Act

353.428a Consultation with Counsel. Except as provided in 353.324 and 353.412, individuals may not be denied permission to review a record pertaining to themselves. *The custodian must consult with Regional Counsel before notifying the requester that his request has been denied.—Records Officer, 7–3–80.*

International Money Orders—Processing Time

Issuing clerks should inform customers that it takes an average of three weeks to transfer funds to other countries by international postal money order service. This period is representative of the time which elapses from the date of purchase until the date the money order is delivered to the payee in the foreign country.*—Rates & Classification Dept., 7–3–80.*

International Mail—India

Airmail letters bearing the EX PRES (Special Delivery) endorsement are being erroneously accepted for delivery to addressees in India. Employees are reminded that special delivery service is *not* available for mail to India as stated in the Individual Country Information Section for India in Appendix B, Publication 42, *International Mail.—Rates & Classification Dept., 7–3–80.*

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NEWARK PUBLIC LIBRARY
JUL 29 1980
U. S. GOVT. PUBS.

P 1.3:

VACANT REGULAR RURAL ROUTES LISTING NO. 80–30

The vacant rural routes listed below will be posted for bid in accordance with the USPS–NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this POSTAL BULLETIN. Those rural carriers having special bidding rights as defined in the USPS–NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
CENTRAL REGION					
Illinois	Mundelein	60060	02	47:48 (44J)	52.65
	Belvidere	61008	05	37:25 (37S)	27.75
	Modesto	62667	01	41:28 (41S)	105.65
Indiana	Plymouth	46563	05	40:42 (46J)	58.76
	Bedford	47421	14	48:20 (40K)	64.95
Iowa	Monroe	50170	01	46:35 (43J)	87.95
	Norwalk	50211	04	38:57 (30H)	10.65
	Sabula	52070	01	38:59 (39S)	32.15
Kansas	Olathe	66061	07	50:19 (42K)	10.35
Michigan	Watton	49970	01	26:24 (26S)	60.15
Minnesota	Stewart	55385	02	30:18 (30S)	89.38
	Hardwick	56134	01	26:22 (26S)	68.85
	Lamberton	56152	02	44:13 (44H)	98.25
	Granite Falls	56241	02	40:16 (40S)	100.55
North Dakota	Souris	58783	01	42:02 (42S)	133.40
	Velva	58790	02	44:43 (41J)	138.80
Ohio	Ashville	43103	03	37:48 (38H)	41.90
	London	43140	04	46:15 (42J)	72.65
	Warren	44481	05	43:56 (44H)	38.10
	Sugarcreek	44681	02	42:29 (42H)	65.30
	Ashland	44805	02	44:12 (44H)	55.20
South Dakota	Elk Point	57025	02	41:33 (42S)	111.45
	Lake Andes	57356	02	43:52 (44S)	135.25
Wisconsin	Rhinelander	54501	06	40:35 (41H)	53.00
	Tomah	54660	05	40:15 (40S)	48.35
	Menomonie	54751	05	43:54 (44H)	77.15
EASTERN REGION					
New Jersey	Thorofare	08086	02	50:08 (42K)	17.80
NORTHEAST REGION					
New York	Fishkill	12524	03	46:11 (46H)	28.20
	St. Regis Falls	12980	01	30:16 (30S)	53.85
SOUTHERN REGION					
Alabama	Clanton	35045	05	46:38 (J45)	116.05
	Birmingham	35203	11	45:51 (H46)	28.15
	do	35203	27	40:32 (H41)	28.25
Alabama	Florence	35630	08	41:28 (H42)	33.00
	Grove Hill	36451	01	46:50 (J43)	100.80
	Semmes	36575	05	40:10 (H40)	41.95
Arkansas	Benton	72015	03	55:24 (K46)	87.80
Georgia	Tucker	30084	01	51:19 (K43)	19.45
	Woodstock	30188	04	46:37 (J43)	49.95
Louisiana	Minden	71055	02	44:12 H(44)	84.05
Mississippi	Collins	39428	03	44:53 (H45)	93.75
	Brooksville	39739	01	38:43 (S37)	95.75
	Starkville	39759	05	50:04 (J46)	83.65
North Carolina	Mocksville	27028	04	40:12 (J45)	70.18
	Greensboro	27420	08	50:47 (K42)	56.00
Oklahoma	Fay	73646	01	40:35 (S41)	132.70
	Foss	73647	01	38:46 (S39)	108.95
	Wagoner	74467	04	40:15 (S40)	84.00
Tennessee	Dickson	37055	06	45:28 (H45)	52.80
	Somerville	38068	01	47:52 (J44)	82.90
	Parsons	38363	01	44:54 (H45)	66.10
Texas	Arlington	76030	09	38:45 (H37)	23.50
	Weatherford	76086	10	35:59 (S36)	50.15
	Sanger	76266	01	54:48 (K46)	102.40
	Sunset	76270	01	31:08 (S31)	85.20
	Lott	76656	01	21:34 (S22)	53.95
	Humble	77338	03	40:19 (H40)	41.30
	Port Lavaca	77979	08	44:31 (H45)	109.15
	Leander	78641	04	41:09 (H41)	31.55
	Sweetwater	79556	01	43:32 (H44)	83.00
WESTERN REGION					
California	Salinas	93901	08	40:55 (41H)	30.30
	do	93901	10	42:55 (43H)	44.95
	do	93901	11	38:34 (39S)	37.60
	do	93901	12	35:44 (36S)	30.95
	Madera	93637	03	43:49 (44H)	90.55
	do	93637	08	42:38 (43H)	50.00
Colorado	Morrison	80465	05	29:23 (30H)	20.80
Oregon	Gold Hill	97525	01	58:33 (47K)	48.95
Washington	Olympia	98501	08	45:54 (46H)	69.70
	Selah	98942	04	40:14 (40H)	17.65

*The "Route Classification and Evaluation" published in this POSTAL BULLETIN may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

—*Labor Relations Dept., 7–3–80.*

New Cold Weather Uniforms

U.S. Postal Uniform Quality Control Office, U.S. Army Natick Laboratories has issued to the uniform industry specifications USPSUQC–85, USPSUQC–86, for a cold weather parka and hood, and USPSUQC–87, for a knitted neck/chest protector.

The parka and hood is an optional item insulated with polyester batting, designed to be worn in cold weather. It is blue/grey in color, has two lower patch side pockets, shoulder straps, and a front zipper closure. The neck/chest protector is also an optional item designed to be worn in cold weather and is a postal blue acrylic knit.

The parka, hood, and neck/chest protector are authorized to be purchased for reimbursement and wear on and after November 1, 1980, by the following employees:

- Letter Carriers
- Special Delivery Messengers
- Motor Vehicle Operators
- Letter Box Mechanics
- Area Maintenance Mechanics
- Air Transport Service

Orders may be placed before November 1, 1980, but no deliveries can be made nor reimbursement claimed until that effective date.—*Labor Relations Dept., 7–3–80.*

Employee's Claim for Personal Property

Form 2146, *Employee's Claim For Personal Property*, has been revised. The area supply centers are now stocked with the new forms dated November 1979. All previous editions of Form 2146 should be destroyed.—*Employee Relations Dept., 7–3–80.*

Post Office Profile Survey

Within the next few days, a Delivery and Customer Services Post Office Profile Survey (Forms 4327 AX–EX) will be mailed to all post offices, classified stations and branches and contract units. The information collected by this survey is of vital importance to postal managers as well as other government agencies. This program has been utilized for such projects as distribution of IRS energy tax packages, distribution of selective service registration packets, updating ZIP Code county data files, and to determine lockbox availability.

The survey forms are designed and specifically identified for completion by the managers of each individual retail or delivery unit in the Postal Service, with the exception that the contract unit survey forms will be completed by the postmaster who administers that unit. The forms are not to be given to the contract unit operator. Data collected in previous years on Form 4028, Delivery Statistics, have been incorporated into the survey as Form 4327 EX.

Distribution and Return of Survey Forms

Postmasters of multi-unit post offices will receive one survey form individually identified for the main office and each classified and contract unit. In addition, Form 4327 EX, *Delivery Statistics by ZIP Code,* will be distributed to the delivery manager of every ZIP Code area in city delivery offices.

When the forms are received, postmasters should verify that a Delivery and Customer Services Post Office Profile Survey form is included for each unit. Distribute each form as addressed to the local manager for completion. Postmasters of city delivery offices should also assure that one Form 4327 EX is received for each ZIP Code delivery area. Distribute this form to the delivery manager of the ZIP Code area. Postmasters also should ensure that the manager of each unit has a copy of this POSTAL BULLETIN.

Responsibilities of Unit Office Managers

Unit managers must return the completed survey forms to their postmasters. Postmasters of multi-unit offices will forward all surveys for their offices in one package to their management sectional centers.

Postmasters with no stations or branches will forward their completed surveys promptly and directly to their management sectional center.

All surveys must be completed and returned by postmasters to management sectional centers within one week of receipt.

Postmasters who have not received a properly identified survey form for each unit or ZIP Code area by July 11, 1980 should advise their MSC immediately so that a form may be obtained from Headquarters. **Do Not Reproduce any Forms.** Forms received for units not in operation should be endorsed accordingly and returned with all other completed forms.

Responsibilities of the MSC Manager

Management sectional centers have the primary responsibility for timely and accurate completion of the Delivery and Customer Services Post Office Profile Survey forms. A printed checklist of units to be surveyed and additional instructions will be supplied to each sectional center manager.

Surveys for each sectional center must be mailed no later than July 25, 1980, even if all the unit office surveys have not been received. In that event, a list of the nonreporting offices should be included with the surveys when mailed. Sectional center managers are expected to contact those nonreporting offices until all the surveys have been completed. Surveys should be segregated and bundled according to letter designation and mailed in one package to:

Operations Data Systems Division
ATTN: Program Manager—
DCSPOPS—Rm. 7237
U.S. Postal Service
Washington, DC 20260

Sectional center managers who encounter problems with the survey which cannot be solved locally, may contact the Operations Data Systems Division directly by phone, FTS 245-5741 or non-FTS (202) 245-5741.

Detailed reports of the survey results will be distributed to each region, district and MSC. Requests for special reports should be channeled through the regional offices.—*Delivery Services Dept., 7-3-80.*

All Post Offices

Third-Class Carrier Route Presort

Preparation requirements for the third-class carrier route presort rate were issued in POSTAL BULLETIN 21243, 5-1-80, page 9. In order to give mailers additional time to meet the requirements, mailings prepared according to the temporary implementing instructions may be entered until September 30, 1980.—*Rates and Classification Dept., 7-3-80.*

Registered Mail Test

Approximately July 10, 1980, the Church Street Station of the New York City Post Office will begin testing a system to automate the billing of registered mail.

As a part of the test, all registered articles accepted at the Church Street Station will have article numbers placed on them by the use of a self-adhesive label. The labels are approximately 2¾ inches long and 1 inch high. The labels have a red border with the words *Registered Mail* printed in white within the red area. The inner white area of the labels contain the letter *R*; a nine digit registered number; and the ZIP Code of the Church Street Station, which is 10007.

The nine digits of the registered article number are in groups of three digits. As an example, the registered article number will look like the following: R 000 127 453. When dispatching these articles, the R and the nine digit article number must be entered in the register number column of the dispatch bill and the ZIP Code 10007 entered in the office of origin column.

When delivering these articles, the *R* plus all nine digits of the article number must be listed on the record of delivery. All nine digits must be entered even if the first digits are zeroes.

The test will be run for approximately four months.—*Rates & Classification Dept., 7-3-80.*

Wanted Circular Canceled

Destroy the Wanted Circular issued August 27, 1976, for postal offender Stanford K. Parkman.—*Inspection Service, 7-3-80.*

Ride-Share Data

As part of the federal energy conservation program established by the President and cited as a national objective during this fiscal year, the Postal Service has been requested to conduct a survey which will provide data to support and guide a major new national thrust to conserve gasoline. One of the critical first steps in the overall planning of the national effort is to obtain baseline data on the number and percentage of federal employees who are now engaged in ridesharing as a principal means of getting to and from their work place.

In cooperation with this effort, the Postal Service will survey all postal buildings with 100 or more employees. The following procedures should be followed in collecting this data on the form provided on page 5:

1. Supervisors should survey each employee under his or her supervision and make a talley for each category of transportation on the form. *Note:* The employees are *not* to be given the form to fill out. Employee participation in this survey is *voluntary.*

2. The supervisor's totaled form is to be given to the head of each facility (main office, stations and branches) with 100 or more employees and a facility total is to be prepared.

3. Each facility head having 100 or more employees will then submit their completed form to the Postmaster who will total the forms from each of the facilities and the main post office into a total for the entire postal installation for which he is responsible.

4. The completed form with the post office total will then be forwarded to the Office of the Senior Assistant Postmaster General, Employee and Labor Relations Group, Room 9910, U.S. Postal Service Headquarters, Washington, D.C. 20260. A duplicate copy will be forwarded to the Regional Transportation Coordinator.

5. Regional offices will survey regional employees and each department will submit their total to the Regional Transportation Coordinator who will prepare the form for the regional total and submit it to Headquarters as above.

6. Headquarters and Headquarters related units at facilities having 100 or more employees will survey all employees and a summary form will be prepared at each Executive Committee member level and submitted to the Office of the Senior Assistant Postmaster General, Employee and Labor Relations Group, Room 9910.

The completed form from each installation surveyed should be received at Headquarters by July 16, 1980.

Questions regarding this survey may be directed to either the Regional Transportation Coordinators or the National Transportation Coordinator (FTS 245-4719).

Note: Some post offices received a request for this data directly from the Office of Management and Budget through the Federal Executive Board Chairpersons. This action takes the place of that request and if data has already been gathered in response to that request it should be disregarded. This action is necessary to insure the integrity of the data base. *—Employee & Labor Relations Group, 7-3-80.*

International Surface Prints for Air Transport

This notice is to advise employees of an experimental international program for transporting printed matter to foreign countries.

Under the experimental program, printed matter will be transported by the mailer to a designated Airline Cargo Terminal. The printed matter will then be airlifted to the country of destination. The country of destination will transport and deliver the printed matter in its surface mail.

The International Surface Air lift service is presently being used by a few selected mailers to transport publications from Houston to London and New York to Paris on an experimental basis.

The Postal Service plans to expand this experiment, and is now negotiating airline arrangements for 14 additional segments to begin by late July, subject to the necessary Civil Aeronautics Board approvals.*—Rates & Classification Dept., 7-3-80.*

Collecting Information for Car-Pooling/Ride-Sharing

Certain precautions need to be taken by installations involved in the collection and use of information for the development of grid areas and matching of employees for car-pooling and ride-sharing programs, as follows:

1. If a list of employees is developed internally for distribution, each employee must be given an opportunity to have his or her name excluded from the list before it is publicized. (See Management Instruction AS 510-79-50.)

2. If a list of employees is developed by sending questionnaires to employees for their completion:

a. the questionnaire *must* include the Privacy Act statement as shown below.

b. the employees' Social Security Number *must not* be entered on the questionnaire if it is to be sent outside of the Postal Service for any purpose.

> **Privacy Act Statement:** "The collection of this information is authorized by 39 USC 401. It will be used only for coordinating parking and car-pooling services. The information may be disclosed to other USPS employees desiring to participate in a car pool from your geographical area or to businesses or governmental agencies that participate in common ride-sharing programs. Providing this information is optional and places you under no obligation to join a car-pool or ride-sharing program."*—Records Officer, 7-3-80.*

Lockbox Closures

Cardboard lockbox closures for 1800 and 2900 series lockboxes are now available from both area supply centers. The following items may be requisitioned using Form 7380:

PS item	Box size	Unit of issue	Price
053D	No. 1	Each	3¢
053E	No. 2	Each	3¢
053F	No. 3	Each	3¢

These items are bulk packed 500 per carton. The maximum quantity issued on a requisition is one carton.*—Delivery Services Dept., 7-3-80.*

U. S. POSTAL SERVICE

EMPLOYEE TRANSPORTATION SURVEY REPORT

NOTE: This Form is for a one time use only.

Post Office Name and Address	Person Preparing Report (Name, Title, Telephone No.

Facility	Total Employees At Facility	Drive Alone	Carpool	Vanpool	Buspool	Mass Transit	Other Walk, Bike
Post Office Total							
Percentage							

blank page

SPECIAL TIMEKEEPING INSTRUCTIONS

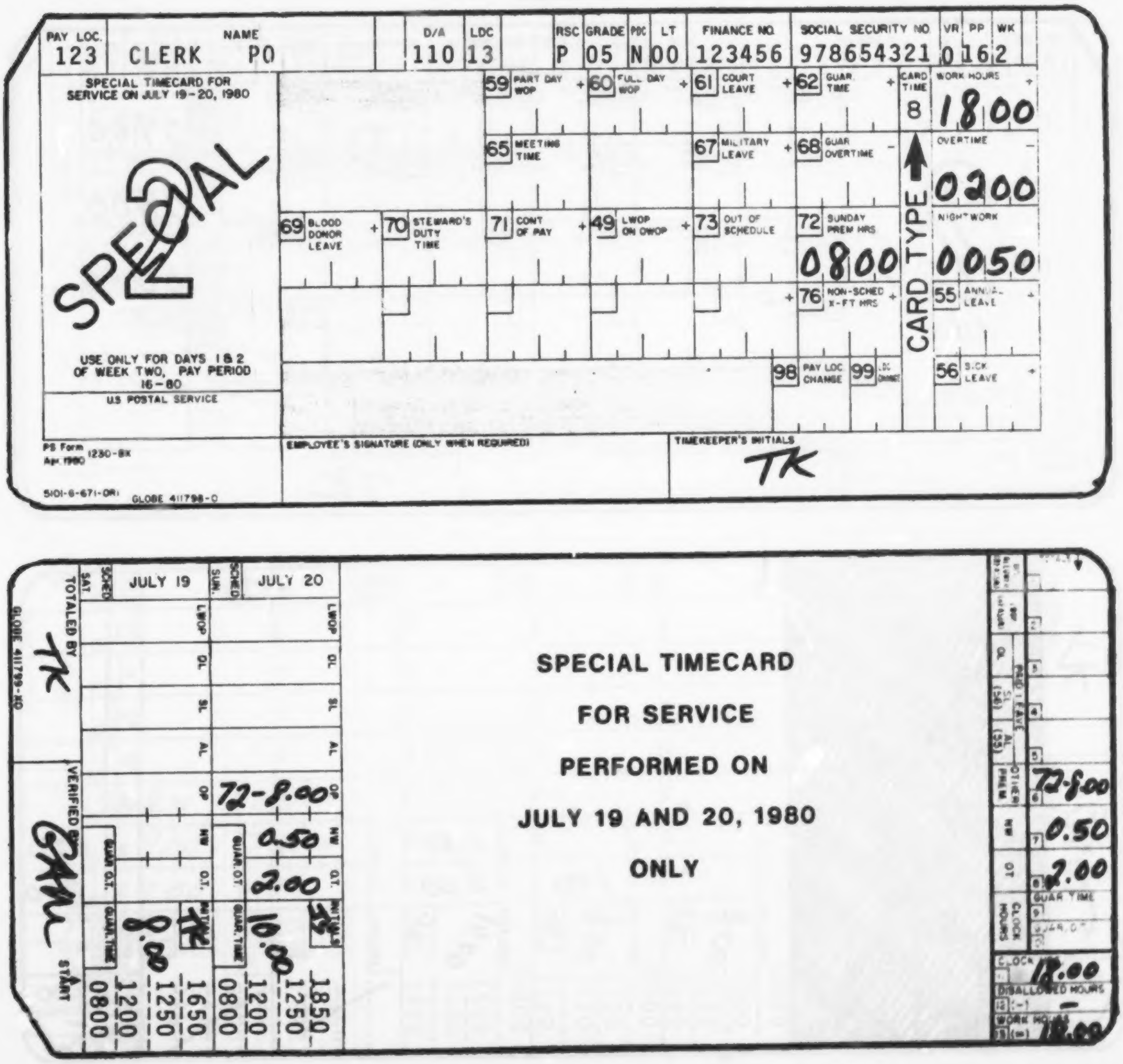
For Bargaining Unit Employees for July 19, 20, 1980

On July 21, 1980 bargaining unit employees in the PS Schedule and ADPC Salary Schedule D will receive a $500.00 per annum general increase. Since the effective date 7/21/80 is the Monday of Week 2 of Pay Period 16, special timecards have been prepared for recording service hours that were performed on July 19 and 20 (Saturday and Sunday). These hours will be paid at the employee salary rate in effect prior to the implementation of the general increase, and will be included with paychecks dated August 1, 1980, for Pay Period 16.

For Week 2 of Pay Period 16, there will be three separate mailings in the week of July 7–13 of timecards from the postal data centers to all postal facilities. The first mailing will consist of the blank special two day timecard, Form 1230–CXX, to be used for higher level service, new employees, or replacement timecards. Each facility will receive a quantity of these timecards equal to 25% of their employee complement but no less than two timecards. This special timecard will have a green stripe at the top.

The second mailing will consist of the special two day timecard, Form

Exhibit 1



PAY LOC.	NAME	D/A	LDC	RSC	GRADE	PDC	LT	FINANCE NO.	SOCIAL SECURITY NO.	VR	PP	WK
123	CLERK PO	110	13	P	05	N	00	123456	978654321	0	16	2

SPECIAL TIMECARD FOR SERVICE ON JULY 19-20, 1980

SPECIAL 2

USE ONLY FOR DAYS 1 & 2 OF WEEK TWO, PAY PERIOD 16-80

US POSTAL SERVICE

59 PART DAY WOP +
60 FULL DAY WOP +
61 COURT LEAVE +
62 GUAR. TIME +
65 MEETING TIME
67 MILITARY LEAVE +
68 GUAR OVERTIME −
69 BLOOD DONOR LEAVE +
70 STEWARD'S DUTY TIME
71 CONT OF PAY +
49 LWOP ON OWOP +
73 OUT OF SCHEDULE
72 SUNDAY PREM HRS 0800
+ 76 NON-SCHED X-FT HRS +
98 PAY LOC CHANGE
99 LOC CHANGE
CARD TIME 8
CARD TYPE
WORK HOURS + 1800
OVERTIME − 0200
NIGHT WORK 0050
55 ANNUAL LEAVE +
56 SICK LEAVE +

PS Form 1230-BX Apr. 1980
5101-6-671-0R1 GLOBE 411798-0

EMPLOYEE'S SIGNATURE (ONLY WHEN REQUIRED)

TIMEKEEPER'S INITIALS TK

SAT. SCHED JULY 19
SUN. SCHED JULY 20
LWOP
OL
SL
AL
OP 72-8.00
NW 0.50
O.T. 2.00
GUAR. O.T.
GUAR. TIME
INITIALS TK
8.00
10.00
START 0800 1200 1250 1650
0800 1200 1250 1850

TOTALED BY TK
VERIFIED BY
GLOBE 411799-XO

SPECIAL TIMECARD

FOR SERVICE

PERFORMED ON

JULY 19 AND 20, 1980

ONLY

OTHER PREM 72-8.00
NW 0.50
OT 2.00
GUAR TIME
GUAR. O.T.
CLOCK HOURS 18.00
DISALLOWED HOURS −
WORK HOURS 18.00

Employee P.O. Clerk works scheduled days which fall on Saturday and Sunday, July 19 and 20, 1980. Entries are made on special preprinted timecard, Form 1230–BX.

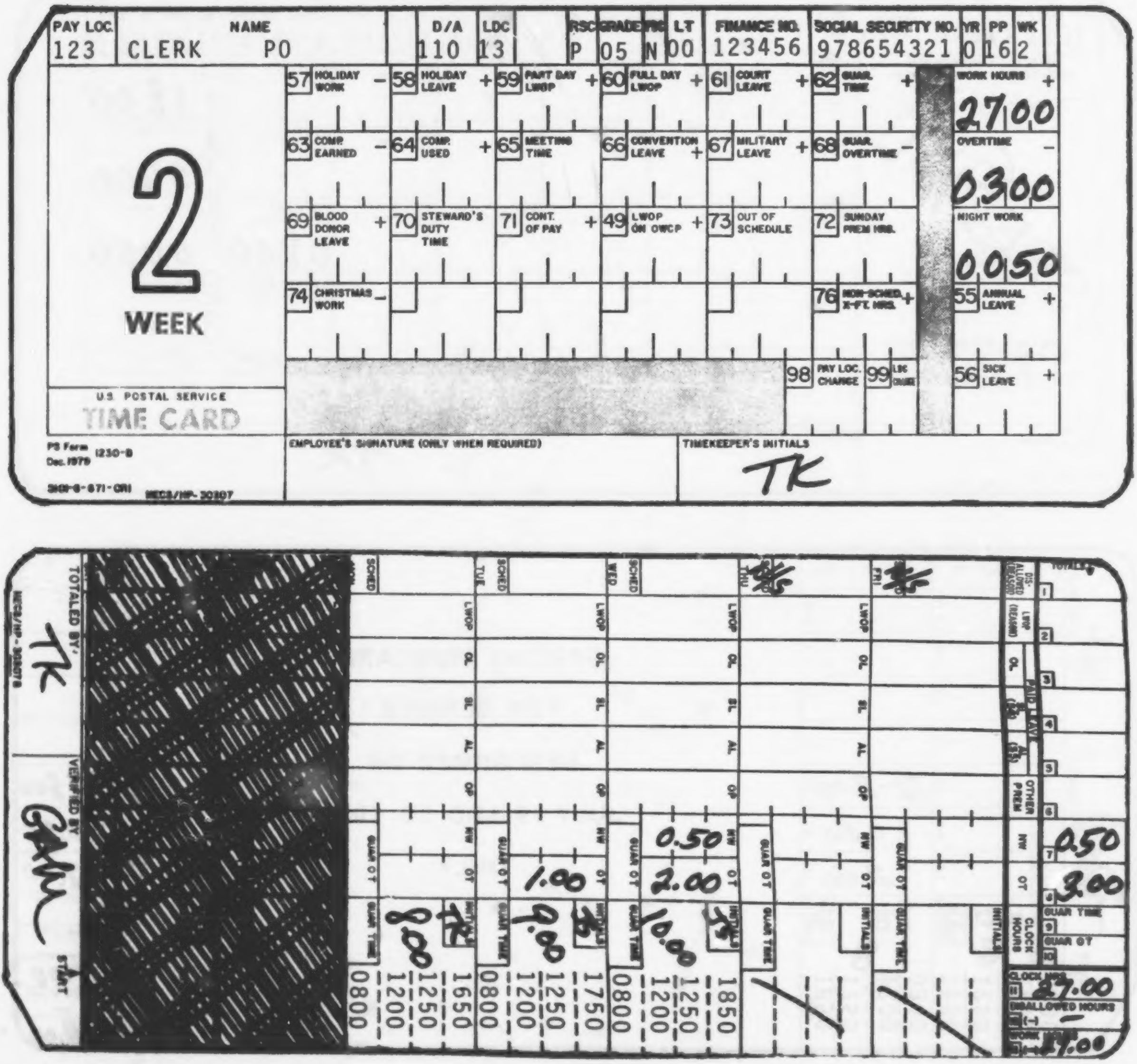
1230-BX, for all Rate Schedule Code PS and ADPC employees and the regular Week 2 timecard, Form 1230-B, for employees in all other Rate Schedule Codes. These timecards will be preprinted with indicative data. The special timecard will have a green stripe at the top.

The third mailing will consist of the regular Week 2 timecard, Form 1230-B, for Rate Schedule Code PS and ADPC employees only. These timecards will be preprinted with indicative data and will have the Saturday and Sunday sections shaded in green on the clock ring side to preclude use on those days.

Special instructions for completion of Rate Schedule Code PS and ADPC employee timecards are as follows:

1. Use the specially prepared two day timecard, Form 1230-BX (see Exhibit 1), to record service performed on Saturday or Sunday, July 19 and 20. This timecard is *not* required if no service was performed.
2. Record higher level service on the blank two day special timecard, Form 1230-CXX (see Exhibit 3). Use CARD TYPE 9 for these two days of higher level service.
3. Use a blank two day special timecard, Form 1230-CXX, and CARD TYPE 8 for new employees or as a replacement timecard.
4. Total the two day timecards and post the hours in the appropriate blocks on the front of the timecard.
5. Continue Week 2 time recording for Rate Schedule Code PS and ADPC employees on the regular Pay Period 16 timecard—beginning with Monday, July 21, 1980 (see Exhibits 2 and 4).

Exhibit 2



PAY LOC.	NAME	D/A	LDC	RSC	GRADE	RG	LT	FINANCE NO.	SOCIAL SECURITY NO.	YR	PP	WK
123	CLERK PO	110	13	P	05	N	00	123456	978654321	0	16	2

2 WEEK

U.S. POSTAL SERVICE TIME CARD

PS Form 1230-B Dec. 1979

57 HOLIDAY WORK −
58 HOLIDAY LEAVE +
59 PART DAY LWOP +
60 FULL DAY LWOP +
61 COURT LEAVE +
62 GUAR. TIME +
63 COMP. EARNED −
64 COMP. USED +
65 MEETING TIME
66 CONVENTION LEAVE +
67 MILITARY LEAVE +
68 GUAR. OVERTIME −
69 BLOOD DONOR LEAVE +
70 STEWARD'S DUTY TIME
71 CONT. OF PAY +
49 LWOP ON OWCP +
73 OUT OF SCHEDULE
72 SUNDAY PREM HRS.
74 CHRISTMAS WORK −
76 NON-SCHED. X-FT. HRS. +
98 PAY LOC. CHANGE
99
WORK HOURS + 27.00
OVERTIME − 03.00
NIGHT WORK 00.50
55 ANNUAL LEAVE +
56 SICK LEAVE +

EMPLOYEE'S SIGNATURE (ONLY WHEN REQUIRED)

TIMEKEEPER'S INITIALS TK

TOTALED BY: TK

VERIFIED BY: GAM

MON
TUE
WED
THU
FRI
SCHED
LWOP
OL
SL
AL
OP
NW
OT
GUAR OT
GUAR TIME
INITIALS

MON: 0800 1200 1250 1650 — 8.00 — TK
TUE: 0800 1200 1250 1750 — OT 1.00 — 9.00 — TK
WED: 0800 1200 1250 1850 — NW 0.50 — OT 2.00 — 10.00 — TK

TOTALS
1 DIS-ALLOWED (REASON)
2 LWOP (REASON)
3 OL
4 SL
5 AL
6 OTHER PREM
7 NW 0.50
8 OT 3.00
9 GUAR TIME
10 GUAR OT
CLOCK HRS. 27.00
DISALLOWED HOURS (−) —
WORK HRS. 27.00

Entries for P.O. Clerk for remainder of week are made on regular preprinted Week 2 timecard, Form 1230-B. Note that Saturday and Sunday sections on clock ring side are shaded and not to be used.

6. Record higher level service for the remainder of Week 2 as normal using CARD TYPE 2 on Form 1230–C.

7. Total the Week 2 cards. Use the two day timecard hours as part of the crossfoot (40 hours). See Item 4 above.

8. Show any nonscheduled crossfoot hours on the five day Week 2 timecards Form 1230–B.

9. Submit Week 2 timecards with the special two day timecards to the postal data center via the normal manner for payroll processing. It is essential that *all* timecards for Pay Period 16, Week 2 be submitted promptly. The postal data centers maintain a very tight processing schedule. Delays could cause late receipt of salary checks.

10. Special attention to the correct completion of these timecards is important to avoid erroneous entries that will result in costly adjustments.

11. In subsequent pay periods, when making an adjustment to Week 2, Pay Period 16; the proper card types must be used.

a. Use CARD TYPE 8 for time reported on Saturday and Sunday, July 19 & 20.

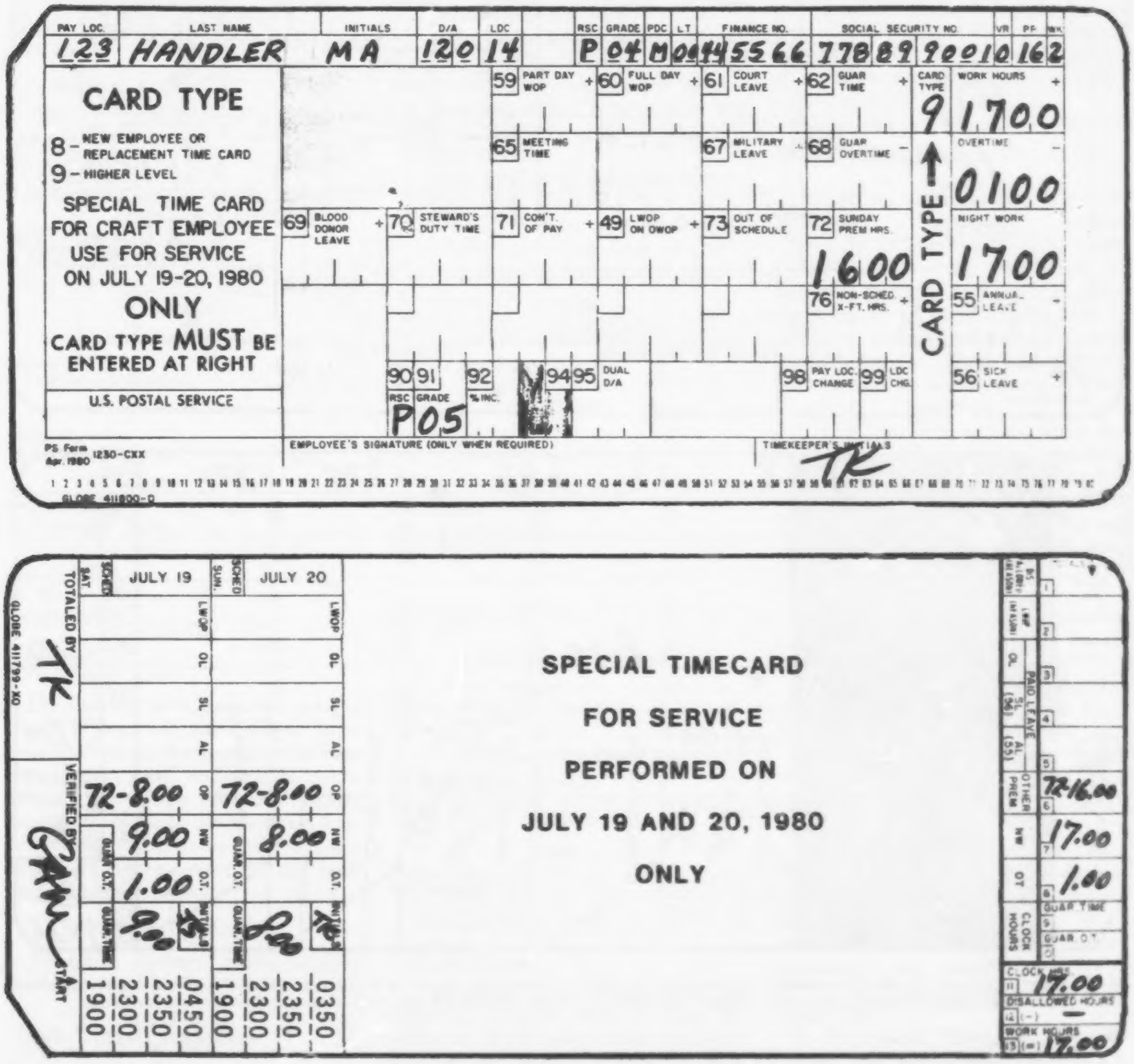
b. Use CARD TYPE 9 for higher level service reported on July 19 & 20.

c. Use CARD TYPES 0 & 2 for normal Week 2 service—July 21–25.

PSDS FACILITIES

PSDS will automatically isolate timecard data for July 19 and 20, in separate records. These records will be transmitted to the postal data center as CARD TYPE 8 for the base record for DPP's 08 and 09 of PP

Exhibit 3



PAY LOC.	LAST NAME	INITIALS	D/A	LDC		RSC	GRADE	PDC	LT	FINANCE NO.	SOCIAL SECURITY NO.	VR	PP	WK
123	HANDLER	MA	120	14		P	04	M	04	445566	778 89 9001	0	16	2

CARD TYPE

8 - NEW EMPLOYEE OR REPLACEMENT TIME CARD

9 - HIGHER LEVEL

SPECIAL TIME CARD FOR CRAFT EMPLOYEE USE FOR SERVICE ON JULY 19-20, 1980 ONLY

CARD TYPE MUST BE ENTERED AT RIGHT

U.S. POSTAL SERVICE

CARD TYPE: 9

WORK HOURS: 1700

OVERTIME: 0100

72 SUNDAY PREM HRS.: 1600

NIGHT WORK: 1700

90 91 RSC GRADE: P05

EMPLOYEE'S SIGNATURE (ONLY WHEN REQUIRED)

TIMEKEEPER'S INITIALS: TK

PS Form 1230-CXX Apr. 1980

GLOBE 411800-D

59 PART DAY WOP +
60 FULL DAY WOP +
61 COURT LEAVE +
62 GUAR TIME +
65 MEETING TIME
67 MILITARY LEAVE
68 GUAR OVERTIME −
69 BLOOD DONOR LEAVE +
70 STEWARD'S DUTY TIME
71 CON'T. OF PAY +
49 LWOP ON OWOP +
73 OUT OF SCHEDULE
76 NON-SCHED. X-FT. HRS. +
55 ANNUAL LEAVE −
92 % INC.
94
95 DUAL D/A
98 PAY LOC. CHANGE
99 LDC CHG.
56 SICK LEAVE +
CARD TYPE

SPECIAL TIMECARD FOR SERVICE PERFORMED ON JULY 19 AND 20, 1980 ONLY

	SAT. JULY 19	SUN. JULY 20
LWOP		
OL		
SL		
AL		
OP	72-8.00	72-8.00
NW	9.00	8.00
O.T.	1.00	
GUAR. TIME	9.00	8.00
START	1900	1900
	2300	2300
	2350	2350
	0450	0350

TOTALED BY: TK

VERIFIED BY:

GLOBE 411799-XO

DS ALLOWED (REASON)	1	
LWOP (REASON)	2	
PAID LEAVE OL	3	
PAID LEAVE SL (56)	4	
PAID LEAVE AL (55)	5	
OTHER PREM	6	72-16.00
NW	7	17.00
OT	8	1.00
CLOCK HOURS GUAR TIME	9	
CLOCK HOURS GUAR OT	10	
CLOCK HRS.	11	17.00
DISALLOWED HOURS (−)	12	—
WORK HOURS (=)	13	17.00

Employee M. A. Handler, a Grade 4, works a higher level Grade 5 position on Saturday and Sunday, July 19 and 20, 1980, both scheduled days. Entries are made on special blank timecard, Form 1230–CXX.

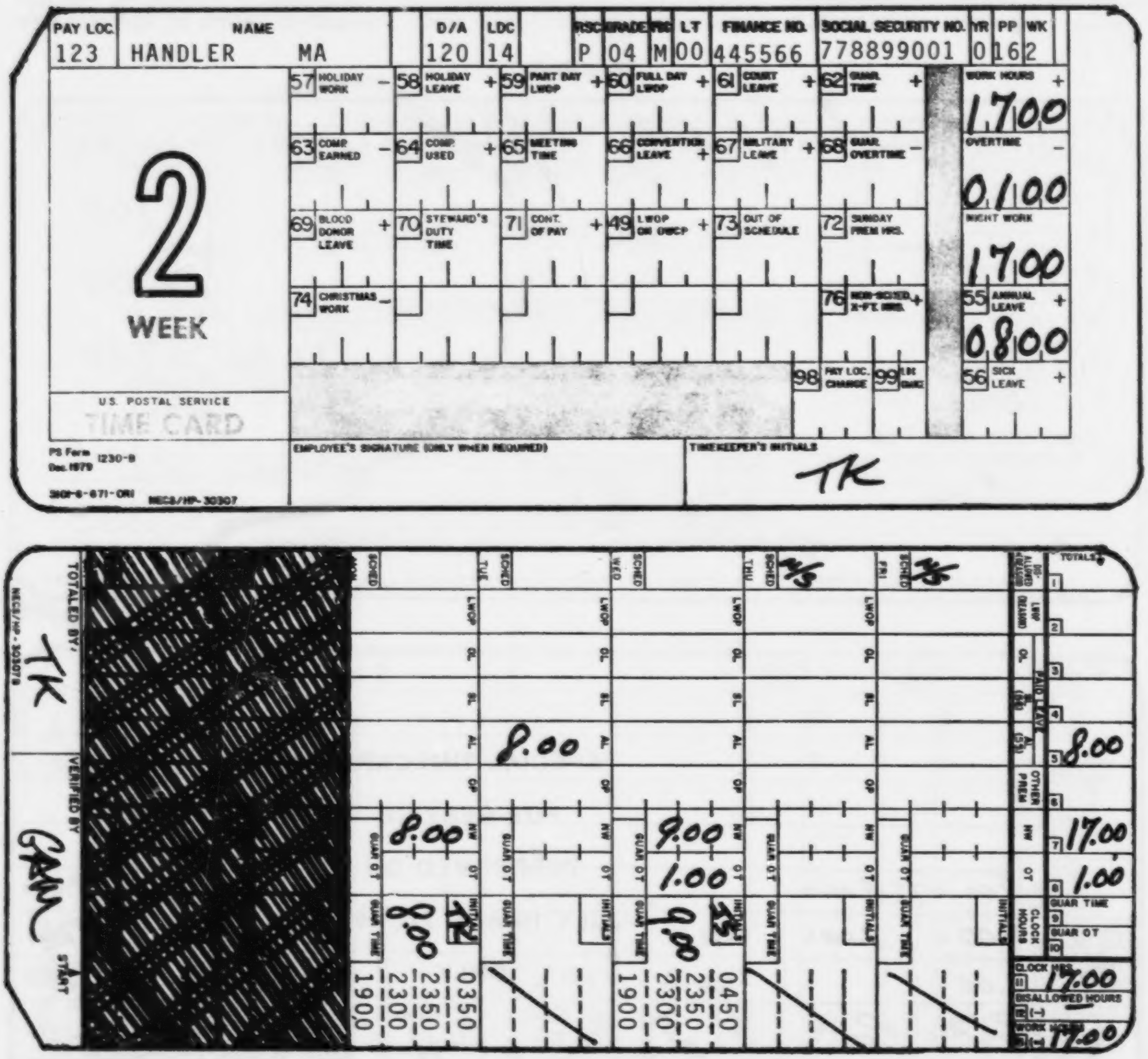
16–80, CARD TYPE 9 for higher level records for DPP's 08 and 09, CARD TYPE 0 for the base record for DPP's 10–14, and CARD TYPE 2 for higher level records for DPP's 10–14.

There are no special requirements for timekeepers for this pay period, inasmuch as the system will process the different card types automatically. All input will be made in the normal manner.

The time certification report will reflect all records separately (BASE 0, BASE 8, H/L 2 and H/L 9). Adjustment clerks must use the proper card type codes when processing adjustment Forms 2240 for pay adjustments for Week 2 of PP 16–80, in subsequent pay periods. If the adjustment is for DPP 08 and/or 09, CARD TYPES 8 and 9 must be used. If the adjustment is for DPP's 10–14, CARD TYPES 0 and 2 must be used.

NOTE: All system applied *Non-scheduled Crossfoot Hours* (TYPE 76) for Week 2 or PP 16–80 will appear in the BASE 0 record only.

Exhibit 4



PAY LOC.	NAME	D/A	LDC	RSC	GRADE	PC	LT	FINANCE NO.	SOCIAL SECURITY NO.	YR	PP	WK
123	HANDLER MA	120	14	P	04	M	00	445566	778899001	0	16	2

2 WEEK

U.S. POSTAL SERVICE TIME CARD

WORK HOURS 17.00

OVERTIME 01.00

NIGHT WORK 17.00

55 ANNUAL LEAVE 08.00

56 SICK LEAVE

TIMEKEEPER'S INITIALS TK

PS Form 1230-B Dec. 1979

TOTALED BY: TK

Day	SCHED	AL	NW	OT	GUAR TIME	INITIALS	Clock rings
MON			8.00		8.00	TK	1900 2300 2350 0350
TUE		8.00					
WED			9.00	1.00	9.00		1900 2300 2350 0450
THU	N/S						
FRI	N/S						

TOTALS

5 AL 8.00

7 NW 17.00

8 OT 1.00

CLOCK HRS. 17.00

DISALLOWED HOURS (−)

WORK HOURS 17.00

M. A. Handler returns to regular position. Entries for remainder of week are made on regular preprinted Week 2 timecard, Form 1230–B. If employee had continued in higher level position, blank timecard Form 1230–C would then be used for entries.

—*Finance Dept., 7–3–80.*

All Personnel Processing Mail for Dispatch Abroad

Foreign Order Notice 13

Keep all foreign order notices for use as reference.

A tentative *Lottery order* has been issued against:

CANADA

Vancouver, B.C.

Laurier House
Box 2520

Coronet Of Canada
P.O. Box 58200, Station L
and
P.O. Box 58200, Station L

Port Moody, B.C.

Moody Agencies
P.O. Box 91
and
P.O. Box 91

Richmond, B.C.

Columbia Of Canada
P.O. Box 94209
and
P.O. Box 94209

Toronto, Ontario

Overseas Club
P.O. Box 6002
Postal Station A

IRELAND

Ranelagh, Dublin

Simon Neary
8 Sallymount Gardens

Rathfarnham, Dublin

Moya Reardon
74 Lower Dodder Rd.

Tallaght, Co. Dublin

Seamus Hillie
25 Birchview Hgts.

Dublin 11

Coleen Flanery
36 Willowpark Ave.
Ballymun Ave.

Cork City

Margaret O'Brien
7 Fr. Matthew Quay

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to the Postmaster of New York, NY 10001, Attention: Claims, Inquiry and Undeliverable Mail, Room 4508. Do not place any endorsement on the mail pieces themselves.

Final Orders

Tentative Lottery orders against the following have become final:

MALTA G. C.

Ta' Xbiex

Jean Azzopardi
Villa "IVYDENE"
Sir Ugo Mifsud Street

CANADA

Vancouver, B.C.

W. C. Accounting Division
M.P.O. Box 3842
349 West Georgia Street
and
Box 65657—Station F
2160 Commercial Drive

Vancouver, B.C.

C.C.S. Sales
P.O. Box 3216 and
P.O. Box 3681

Vancouver, B.C. V6B4B5

Barber-Balfe Agencies
Box 5600

Vancouver, B.C. V5R 5S7

St. Laurent Agencies
Postal Station "S"
P.O. Box 76720

Vancouver, B.C. V6B3T2

Lewis and Stone Services
P.O. Box 2104

IRELAND

Dublin 1

Nufab Ltd.
90 Capel Street

Terenure, Dublin 6

Rose Kelly
3 Mayfield Road

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all SCFs and designated International Exchange Offices.—*Judicial Officer, 7-3-80.*

Carrier Route Information System

The Carrier Route Information System (CRIS) National Scheme Tape will be available to mailers from the San Bruno Postal Data Center on July 15, 1980. Use of the new scheme for Carrier Route Presorted Mails will be mandatory on September 15, 1980.

Mailers may request copies of the CRIS Tape by writing:

General Manager
Management Services Division
CRIS Project
U.S. Postal Data Center
San Bruno, CA 94097

In the request, the mailer should specify which Postal Service Regions are desired and which of the following magnetic tape characteristics are required:

7 or 9 track
800, 1600 or 6250 bits per inch
ASCII or EBCDIC
Header/Trailer Labels desired.

—*Delivery Services Dept., 7-3-80.*

Canal Zone

As a reminder, the following is a reprint from POSTAL BULLETIN 21244, May 8, 1980.

This is to inform employees that effective October 1, 1980, the following procedures will apply to items mailed to areas comprising the former Canal Zone:

Mail showing a Canal Zone address will *not* be accepted.

Domestic postage rates will apply only to items addressed to military post office addresses in the Republic of Panama.

International postage rates, fees, and available special services specified in Publication 42, *International Mail,* apply to mail having a Republic of Panama address.—*Rates & Classification Dept., 7-3-80.*

NWRS Revisions

A folding chart of the National Workhour Reporting System (NWRS) Labor Distribution Code (LDC) was recently distributed to regions, districts and MSCs. The chart has an effective date of May 1, 1980. It contains several LDC and format changes. These changes will be reflected in forthcoming NWRS Reports:

1. LDC 34, Vehicle Operators, replaces LDC 23, Vehicle Operators.
2. New LDCs 90-97, Training for each function, appear on the chart. These new LDCs will be effective the start of FY 1981. Until that time continue to use current Training LDC 63.
3. Format II offices were expanded to *Other CAG A-G offices.* Previously covered CAG A-E.
4. Format III offices have been reduced accordingly to *CAG H-L offices.*
5. LDCs 21, 27, 42, 43, 44, 71 and 73 were deleted from Format III and are no longer valid for CAG H-L offices. Therefore, no transfer of hours should be made from data on Form 3997-B, via Form 1236, for other than D/A code changes, loaned hours or training hours at CAG H-L offices. This does not change the requirement for completing Form 3997-B at those offices where it is applicable.
6. Functional Category 3 is renamed and will appear on NWRS Reports as Vehicle Services.—*Office of Management Services, 7-3-80.*

SELECTIVE SERVICE REGISTRATION

Who? The law requires you to register if:
You are a U.S. Citizen or resident alien, *and*
You were born in 1960 or 1961.

Persons on active duty in the armed services are *not* required to register.

How? To register, you must fill out a registration form at a U.S. Post Office.

Bring identification with you.

When? The registration schedule is:
Persons born in 1960 register during the week of July 21.
Persons born in 1961 register during the week of July 28.

We suggest you register on the following schedule.
If you were born in:

January, February or March, register on *Monday*.
April, May or June, register on *Tuesday*.
July, August or September, register on *Wednesday*.
October, November or December, register on *Thursday*.

If you have questions, ask a postal employee for an information brochure or contact **Selective Service National Headquarters**

by mail:
600 E Street, N.W.
Washington, D.C. 20435

by telephone:
(202) 724-0424

Registration Poster Number 15

Selective Service Registration

This Post Office is not taking part in the Selective Service Registration.

You may register at:

(Fill in name and address of nearest
Post Office, Station or Branch)

The registration schedule is:

Persons born in 1960 register during the week of July 21.
Persons born in 1961 register during the week of July 28.

We suggest you register on the following schedule.
If you were born in:

January, February or March, register on Monday.
April, May or June, register on Tuesday.
July, August or September, register on Wednesday.
October, November or December, register on Thursday.

Registration Poster No. 25

POST OFFICE CHANGES NO. 22

(Supplemental to 1980 National ZIP Code and Post Office Directory.)

Abbreviations: B=Branch. C=City Delivery. Conv.=Converted. CPO=Community Post Office. Disc.=Discontinued. Estab.=Established. F=Finance. Fac.=Facility. I=Independent Post Office. IC=Independent City. MOU=Money Order Unit. MPO=Main Post Office. MR=Mailing Restrictions (from Part 125 DMM) apply. NP=Nonpersonnel. NZCD=National ZIP Code and Post Office Directory. P=Postal facility discontinued, name retained for address purposes. Resc.=Rescinded. S=Station. x=Classified. (Contract stations and branches do not have the symbol "x" following the symbol of type of installation.)

Symbols: (1)=Officially closed on date shown. Notice is for administrative record purposes. (2)=Officially established on date shown. Notice is for administrative record purposes. (3)=All services previously terminated. Date shown is official discontinued date for administrative purposes.

State	Name of post office	County/parish	Name of station, branch, or unit	Type S/B	ZIP Code	Change action	Effective date	Explanation of change
AK	Bethel	Southcentral	Nyac	CPO	99642	Delete	6- 1-80	CPO parent PO changed.
AK	Aniak	do.	do.	CPO	99642	Add	6- 1-80	
AK	Bethel	do.	Nightmute	CPO	99690	Delete	6- 1-80	CPO parent PO changed.
AK	Tununak	do.	do.	CPO	99690	Add	6- 1-80	
AK	Bethel	do.	Toksook Bay	CPO	99637	Delete	6- 1-80	CPO parent PO changed.
AK	Tununak	do.	do.	CPO	99637	Add	6- 1-80	
AK	Bethel	do.	Newtok	CPO	99559	Delete	6- 1-80	CPO parent PO and ZIP Code changed.
AK	Tununak	do.	do.	CPO	99681	Add	6- 1-80	
AK	Kenia	do.	Nikishka	CPO	99661	Delete	6- 1-80	CPO ZIP Code changed to correct NZCD.
AK	do.	do.	do.	CPO	99611	Add	6- 1-80	
AK	Anchorage	do.	Whittier	CPO	99501	Delete	6- 1-80	Amend PB 21247 to correct ZIP Code.
AK	do.	do.	do.	CPO	99693	Add	6- 1-80	
AZ	Tucson	Pima	Benson Highway	B	85706	Delete	7- 1-80	B disc. Retain ZIP Code.
AZ	do.	do.	College	S	85722	Delete	7- 1-80	S disc. Retain ZIP Code.
AZ	do.	do.	Student Union	S	85720	Delete	7- 1-80	
AR	Norman	Montgomery	Black Springs	CPO	71930	Delete	4-12-80	CPO and ZIP Code disc.
AR	Rodney	Baxter		I	72570	Delete	8- 8-80	PO disc. Change ZIP Code only. Continue address of Rodney, AR.
AR	do.	do.		P	72519	Add	8- 8-80	
CA	Palm Desert	Riverside	Indian Wells	B	92260	Add	5-16-80	B estab.
GA	Toccoa	Stephens	Toccoa Falls	CPO	30577	Delete	3- 3-80	CPO ZIP Code changed.
GA	do.	do.	do.	CPO	30598	Add	3- 3-80	
ID	Wallace	Shoshone	Burke	CPO	83807	Delete	7- 1-80	CPO and ZIP disc.
	do.	do.	(Mail to Wallace)	I	83873		7- 1-80	
IN	Fort Wayne	Allen	Fairfield	Sx	46807	Delete	1- 1-80	Sx disc. Retain ZIP Code.
MN	Paynesville	Stearns	Regal[1]	CPO	56366	Delete	6-30-80	CPO and ZIP Code disc.
	do.	do.	(Mail to Belgrade)	I	56312	Add	7- 1-80	
MO	Saint Joseph	Buchanan	Inza	S	64508	Delete	6- 1-80	S and ZIP Code disc.
NY	Lake Placid	Essex	Lake Placid Club	Sx	12946	Delete	6- 2-80	Sx disc. Retain ZIP Code.
NY	New York	New York	APO 09158	B	09158	Add	6-16-80	APO Estab: Rest. A Applies.
OR	Portland	Multnomah	Maywood Park	B	97220	Add	6- 6-80	B estab.
TX	Waco	McLennan	Baylor University	Sx	76798	Delete	2- 1-80	Amend PB 21238. ZIP Code changed Resc.[2]
TX	do.	do.	do.	Sx	76706	Add	2- 1-80	
UT	Ibapah	Tooele		I	84034	Delete	9- 5-80	PO conv to CPO. Retain ZIP Code.
UT	Wendover	do.	Ibapah	CPO	84034	Add	9- 5-80	

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[1] CPO is located in Kandiyohi County.

[2] ZIP Code 76798 is to be used specifically by Baylor University and not PO boxholders at Baylor University Station.

—*Delivery Services Dept., 7-3-80.*

INSURED MAIL SHOULD BEAR THE COMPLETE NAMES, ADDRESSES, AND ZIP CODES OF SENDER AND ADDRESSEE

MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices, including Inspection Service Forms 577, should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style**. (Listed below). Destroy PB 21250 listing. **B. Old Style**. (Gray). **C. Counterfeit**. The listing from PB 21240 remains valid for both B. and C.

165 705 7000 to 7999
206 493 4600 to 4799
206 793 5600 to 6499
208 287 8700 to 8899
209 728 2600 to 3099
210 868 4500 to 4699
211 238 0459 to 0999
211 436 5608 to 5699
213 578 4229 to 4399
213 822 5800 to 6299
215 538 0200 to 0499
216 678 6072 to 6999
217 210 7100 to 7299
217 241 5400 to 5799
217 268 2574 to 2699
217 667 3400 to 3599
217 672 4200 to 4599
217 902 4181 to 4299
218 755 4591 to 4699
220 350 0000 to 0999
221 371 4600 to 4999
221 626 2100 to 2299
221 661 5318 to 5499
222 224 8100 to 8499
222 536 2000 to 2299
224 206 6395 to 6499
224 554 9830 to 0399
225 268 1655 to 1799
225 711 9700 to 9999
225 712 0000 to 0999
225 767 2000 to 2299
227 097 4600 to 4699
227 254 9800 to 0099
227 611 4000 to 4599
228 660 5976 to 5999
229 117 4866 to 4999
229 346 9900 to 9999
229 434 3500 to 3599
229 531 9700 to 9899
229 563 1918 to 1999
229 576 1800 to 1899
230 406 2975 to 2999
230 826 8683 to 8799
231 126 6475 to 6499
231 147 0883 to 1499
231 525 7893 to 7999
231 651 8280 to 8299
232 295 7249 to 7599
232 319 6535 to 6599
232 426 6620 to 6699
232 665 0292 to 0399
233 262 7907 to 7999
233 407 5872 to 5899
233 453 8902 to 8929
233 516 6100 to 6199
233 638 1200 to 1799
234 031 6456 to 6999
234 064 8437 to 8499
234 261 4500 to 4599
234 431 3655 to 3699
234 500 2944 to 2999
234 659 4000 to 4199
234 659 8700 to 8999
234 742 1948 to 1999
234 802 1060 to 1199
234 997 1000 to 1599
235 254 2060 to 2099
235 439 6181 to 6299
235 644 7061 to 7099
235 925 8767 to 8799
236 145 5082 to 5099
236 388 4842 to 5099
236 467 6573 to 6599
236 566 2555 to 2599
236 576 9520 to 9599
236 755 8000 to 8099
236 937 5803 to 5999
236 941 5400 to 5499
237 413 7500 to 7599
237 423 4111 to 4199
237 457 5600 to 5699
237 457 5800 to 5899
237 574 8657 to 8799
237 702 6823 to 6899
237 702 6921 to 6999
238 165 7700 to 7799
238 169 7587 to 7599
238 377 4508 to 4599
238 377 4607 to 4699
238 586 3100 to 3299
239 199 0700 to 1099
239 204 9916 to 9999
239 481 4728 to 4799
239 549 7116 to 7499
239 575 2000 to 2199
239 596 4800 to 4999
239 640 5708 to 5728
239 724 1489 to 1499
239 985 7000 to 7499
240 042 3151 to 3169
240 108 6501 to 6599
240 252 6400 to 6899
240 256 2900 to 3199
240 559 4363 to 4399
240 639 3561 to 3599
240 855 7000 to 7099
240 901 5900 to 5999
241 081 9274 to 9299
241 224 7209 to 7299
241 685 5124 to 5199
241 694 1800 to 1899
241 753 7766 to 7799
241 902 2600 to 2799
242 021 2262 to 2499
242 327 4984 to 4999
242 576 1609 to 1699
242 585 4155 to 4299
242 591 4500 to 4699
242 605 0000 to 0999
242 621 8314 to 8399
242 781 0739 to 0799
242 816 1337 to 1399
243 112 4109 to 4120
243 228 7200 to 7499
243 766 6730 to 6799
243 805 0000 to 0299
243 906 7800 to 8199
244 299 2000 to 2199
244 366 8800 to 8899
244 381 3024 to 3099
244 525 0719 to 0799
244 657 7700 to 7899
244 678 2333 to 2499
244 742 7748 to 7799
244 743 7100 to 7399
244 895 5575 to 5599
245 103 9300 to 9399
245 103 9400 to 9499
245 118 6754 to 6768
245 279 1420 to 1499
245 279 1510 to 1599
245 591 1626 to 1799
245 695 0346 to 0399
245 973 2677 to 2699
246 076 7300 to 7399
246 155 4048 to 4099
246 155 5000 to 5499
246 402 6511 to 6599
246 608 6300 to 6399
246 609 9545 to 9799
246 741 2082 to 2099
246 816 2600 to 2699
246 973 1372 to 1399
247 012 0500 to 0599
247 066 9300 to 9399
247 086 4200 to 4299
247 113 5635 to 5699
247 490 1960 to 1999
247 490 2086 to 2099
247 497 4000 to 4099
247 544 0200 to 0214
247 575 4400 to 4499
247 929 6417 to 6799
247 983 1511 to 1899
248 120 4322 to 4399
248 244 7246 to 7299
248 317 7624 to 7699
248 397 2163 to 2199
248 423 4864 to 4999
248 440 7916 to 7971
248 718 7317 to 7399
249 680 4872 to 4899
249 945 6900 to 6999
249 996 6000 to 6099
249 996 6300 to 6499
250 452 4971 to 4999
250 483 0600 to 0699
250 547 7046 to 7099
250 565 7029 to 7099
250 833 7200 to 7399
250 951 4340 to 4363
250 991 9778 to 9799
251 518 6281 to 6399
251 964 6056 to 6199
251 997 2913 to 2999
252 171 2041 to 2056
252 206 2101 to 2199
252 206 9532 to 9599
252 235 4400 to 4499
252 235 4581 to 4899
252 238 2299 to 2399
252 432 6988 to 6999
252 891 1159 to 1199
253 175 2670 to 2699
253 192 7311 to 7399
253 293 5931 to 5940
253 446 4033 to 4099
253 547 6013 to 6049
253 547 6054 to 6099
253 747 6924 to 6999
254 107 8590 to 8599
254 107 8913 to 8999
254 259 8867 to 8899
254 259 8951 to 9099
254 740 8408 to 8445
255 125 5568 to 5599
255 125 8500 to 8599
255 150 5300 to 5399
255 176 5373 to 5399
255 276 0949 to 0999
255 281 2647 to 2699
255 440 7800 to 7899
255 440 4900 to 4999
255 754 3621 to 3699
255 857 4749 to 4799
256 140 5400 to 5499
256 193 5100 to 5159
258 480 2600 to 2899
258 618 0254 to 0299
258 643 2765 to 2774
258 950 5217 to 5299
258 950 5433 to 5499
259 084 1386 to 1399
259 227 0000 to 1499
259 745 1300 to 1499
259 825 5819 to 5899
259 950 3053 to 3099
259 950 3300 to 3499
260 012 7441 to 7499
260 039 2699 to 2999
260 144 7415 to 7499
260 324 8900 to 8999
260 479 3500 to 3599
261 052 5271 to 5299
261 533 2067 to 2299
261 745 5000 to 6999
800 502 3000 to 3999
800 941 7900 to 7999
801 278 3600 to 3999
801 579 6056 to 6098
801 629 1900 to 1999
802 029 5199 to 8999
802 265 0575 to 1999
802 774 0000 to 4999

UNITED STATES POSTAL SERVICE
WASHINGTON, D.C. 20260
OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO AVOID PAYMENT OF POSTAGE, $300

U.S.MAIL

FIRST CLASS

Schedule. The Postal Bulletin is published every Thursday by the Directives and Forms Division of the U.S. Postal Service, Washington, DC 20260.

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U.S. Government Printing Office
Washington, DC 20402
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21253

postal bulletin

PB 21253—July 10, 1980—24 Pages

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Official Mail—Revised Procedures for Postage Meters Used by Federal Agencies

Effective October 1, 1980, the Postal Service will implement a new reporting and billing system for Official Mail Postage Meters. To effect this change, the following revision is made to the DOMESTIC MAIL MANUAL:

137.273 Mailing Procedures Requiring Permits.

Departments and agencies authorized by 137.231 to use Federal Government mail that desire to use mailing procedures requiring permits must proceed as follows:

a. Postage Meters. The procedures prescribed in 144 must be followed for official mail postage meters, except as modified below:

(1) License. A government agency authorized by 137.231 to use official mail services may obtain a license to use an official postage meter by submitting Form 3601–A, *Application for a Postage Meter License,* to the Manager, Government Revenue and Examination Branch, U.S. Postal Service, Washington, DC 20260. A separate application must be submitted for each meter to be set. Only one meter may be set for each license issued. A copy of each approved license will be sent to the post office at the authorized location as the authority to set one official postage meter without prepayment.

(2) Meter Settings and Payment. Payment is not required at the time an official meter is set. Government agencies are billed for all meter settings from Postal Service Headquarters. Form 3610, *Record of Postage Meter Settings,* must be completed and maintained for official mail meters by the meter-setting employee at the post office authorized to set the meter. When completing Form 3610, no entry is necessary in column 6, Amount Collected. Forms 3610 for official mail meters should be filed separately from commercial meter Forms 3610 in license number sequence. There must be only one meter and one Form 3610 per license number. Since the six-month inspection required by 144.224 applies to official meters and payment will be based on amounts set, post offices should suggest that government agencies set their meters at least once every six months with enough postage to cover six months estimated use.

(3) Reporting Settings. Official Mail meter settings will no be reported by postal employees on Form 1412, *Daily Financial Report.* Total quarterly settings will be reported for each license/meter on Form 3612, *Official Mail Postage Meters Quarterly Report,* and forwarded to the Manager, Government Revenue and Examination Branch within five days after the close of each quarter. A negative report is required for those meters with no settings during a quarter (see instructions on reverse of report Form 3612). Government agencies will be billed from Postal Service Headquarters for the amount of postage set during each quarter based upon these reports.

(4) Spoiled Meter Postage. To obtain credit, an agency must present spoiled meter postage to the setting post office. When spoiled postage is presented, follow the procedures in 147.2 by completing Form 3533, *Application and Voucher for Refund of Postage and Fees. Note:* No refund will be made in cash or applied to a meter. A file of Forms 3533 by license number will be maintained by the post office and the amount of credit will be reported in the *Credit* section on Form 3612 at the close of each quarter.

(5) Changing Meter Location. When an official mail meter is transferred from one post office to another, the government agency must re-apply in accordance with 137.273a(1) for a

Selective Service Registration at Post Offices

Our agreement with the Selective Service System calls for us to assist with a vital task in maintaining a strong national defense—registration with the Selective Service. Even though there is no present military emergency and *no draft,* registration removes a critical barrier to readiness—the time-consuming task of finding people.

Our combined efforts in support of the registration program contribute meaningfully to national preparedness. We have one task: to provide an orderly and efficient way for people to identify themselves in case there ever is a compelling need for our Government to ask them to serve.

I think we can count on a very high degree of public spirited cooperation from registrants and other members of the community, and I am looking for a similar spirit of commitment from all the postal people involved.

Naturally, some individuals and groups may disagree vocally with the registration. This means that every clerk and manager must remain especially courteous and pleasant at all times, avoiding controversial discussions and serving our customers positively and efficiently.

WFBolger
William F. Bolger
Postmaster General

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license authorizing the new post office to set the meter without prepayment. Official meters may be transferred between stations or branches within the same city without a new license application or notification to headquarters.

(6) Replacement Meters. If a meter is replaced and the remaining postage is transferred from the original meter to the replacement meter, the transfer information will be reported in the *Transfer* section on Form 3612. Postage will be transferred to a replacement meter only. It will not be transferred to a meter operating under a different license number. If a meter is checked out-of-service without replacement, the procedures in 137.273a(7) will be followed.

(7) Checking Meter Out-of-Service. When an official mail meter is checked out-of-service without replacement, and postage remains on the meter, no cash refund will be given by the post office. The post office will report the required information in the *Withdrawn Meter (Not Replaced)* section of Form 3612. If a possible meter malfunction is indicated when a meter is checked out-of-service, a copy of the meter manufacturer's report will be forwarded to the Manager, Government Revenue and Examination Branch immediately, so the agency's account can be adjusted.

(8) On-site Meter Settings. Government agencies which desire on-site meter settings must pay the setting fee prescribed in 144.35 when the meter is set. *Note:* Agencies are not required to prepay for the actual amount of postage set. Reports of on-site settings will be made in accordance with 137.273a(3).

(9) Mailings. A special official mail meter stamp design is prescribed for metered official mail (see 144.41). Official mail envelopes used with a postage meter system normally must not contain the Postage and Fees Paid imprint or other printing in the area where postage will be applied. However, postmasters at post offices where official meters are licensed may grant an exception to this requirement by allowing government agencies a reasonable time to use existing supplies of *Postage and Fees Paid* indicia envelopes with meter impressions printed over the indicia. This should normally be permitted only when the surplus indicia envelopes cannot be used at another non-metering location. When this exception is granted, post offices should also check

Maintenance Bulletins

From December 29, 1979 through June 14, 1980, the following Maintenance Bulletins were published and distributed by the Maintenance Technical Support Center, Office of Maintenance Management (MTSC/OMM):

Number	Subject	Distribution
MMO-12-80	Correction to MWO-2-80, "ESP Crystal Clock Modification, EC BD-8-79."	Regional General Managers, Maintenance Management Divisions; District Offices; MPL SM/ZMT/ESP/Offices.
MMO-13-80	Electrical Switchgear Maintenance (Regulation Governing Use and Disposal of Polychlorinated Biphenyls (PCB)).	Regional General Managers, Maintenance Management Divisions; District Offices; District BMEO; Maintenance Capable Offices; Area Maintenance Offices (AMT).
MMO-14-80	Decal Kits for Scribe Internationale (SI) Stamp Vending Machines, Rate Change, June 1979.	Regional General Managers, Maintenance Management Divisions; Area Maintenance Offices; Maintenance Capable Offices; SSPC Technicians; Sectional Center Facilities; Managers, Retail Sales.
MMO-15-80	Possible Insulation Deficiency ZMT Franklin Digital Printer.	Regional General Managers, Maintenance Management Divisions; District Offices; MPL SM/ZMT/ESP Offices.
MMO-16-80	MPLSM Letter Stop Spring	Regional General Managers, Maintenance Management Divisions; District Offices; MPL SM/ZMT/ESP Offices.
MMO-17-80	Maintenance Safety Checklist for General Mail Facilities.	Regional General Managers, Maintenance Management Divisions; District Offices; Maintenance Capable Offices; Bulk Mail Centers; Sectional Center Facilities; Area Maintenance Offices; District Offices—BMEO.
MMO-18-80	Rate Change Modification MWO-1-80 (11/9/79) SI-5 and SI-10 SVM's.	Regional General Managers, Maintenance Management Divisions; Area Maintenance Offices; Maintenance Capable Offices; SSPC Technicians.
MMO-19-80	Hourly Rates for Maintenance	Regional General Managers, Maintenance Management Divisions; District Offices; Sectional Center Facilities; Maintenance Capable Offices.
MMO-20-80	Mark II Cancellation Ink	Regional General Managers, Maintenance Management Divisions; District Offices; Mark II Offices.
MMO-21-80	Standardization of Coin Mechanisms.	Regional General Managers, Maintenance Management Divisions; SSPC Technicians; Area Maintenance Offices.

Number	Subject	Distribution
MMO-22-80	Hourly Rates for Area Maintenance Office A/P Report.	Regional General Managers, Maintenance Management Divisions; District Offices; Sectional Center Facilities; Area Maintenance Offices.
MMO-23-80	Eddy Current Testing of Central Chiller Evaporator and Condenser Tubes.	Regional General Managers, Maintenance Management Divisions; District Offices; Maintenance Capable Offices.
MMO-24-80	Correction to MWO-5-80, ZMT AC Light Board Modification.	Regional General Managers, Maintenance Management Divisions; District Offices; MPLSM/ZMT/ESP Offices.
MMO-25-80	Changes in Maintenance Management Procedures—Class A Offices.	Regional General Managers, Maintenance Management Divisions; Senior Maintenance Officials, Class A Maintenance Offices.
MMO-26-80	Correction to MMO-25-80, "Changes in Maintenance Management Procedures—Class A Offices."	Regional General Managers, Maintenance Management Divisions; Senior Maintenance Officials, Class A Maintenance Offices.
MMO-27-80	Alternative Fuel Source Feasibility—Fuel Oil Fired Boilers.	Regional General Managers, Maintenance Management Divisions; District Offices; Maintenance Capable Offices; BMEO; Boiler Inspectors.
MMO-28-80	Maintenance Support Plan for Electronic Scales NCI Model 3525 Bulk Sampling Scale.	Regional General Managers, Maintenance Management Divisions; Area Maintenance Offices; Maintenance Capable Offices; Postmaster, Sectional Center Facilities.
MMO-29-80	Cash Drawer Locks PS-0-933L	Regional General Managers, Maintenance Management Divisions; Area Maintenance Offices; Maintenance Capable Offices.
MMO-30-80	Changes in Maintenance Management Procedures—Class B Offices.	Regional General Managers, Maintenance Management Divisions; Senior Maintenance Officials, Class B Maintenance Offices.
MMO-31-80	Availability of PSM/SSM Sorter Chain at WASC.	Regional General Managers, Maintenance Management Divisions; Bulk Mail Centers; NMICS Offices.
MMO-32-80	Roof Inspection Checklist	Regional General Managers, Maintenance Management Divisions; District Offices—BMEO; Maintenance Capable Offices; Bulk Mail Centers; Area Maintenance Offices.
MMO-33-80	Model 120/121 MPLSM Cart Assembly—New Style; OEM-73167, NSN—7490-00-000-5617.	Regional General Managers, Maintenance Management Divisions; District Offices; ZMT/ESP/LSM Offices.

Continued on p. 4

to ensure that no *Postage and Fees Paid* envelopes are mailed without metered postage printed over the indicia. Official meter imprints should indicate the correct postage, including applicable surcharge for the class and weight of the mail piece. Official metered mail with insufficient postage imprinted will be handled in accordance with 146.13 or 146.4 as appropriate. If official envelopes and labels designed for meter use are found in the mail without a meter stamp, they will be treated in accordance with 146.12. Post Offices serving federal government agencies using postage meters will monitor such mailings for possible postage deficiencies.

.276 Forwarding Billing Records.

a. Copies of Forms 25, 3541, 3541-A, 3602, 3602-PC and 3612 pertinent to official mailings and meter settings will be forwarded to the Government Revenue & Examination Branch, Finance Department, U.S. Postal Service, Washington, DC 20260, for billing purposes.

b. Forms 3541, 3541-A, 3602 and 3602-PC will be forwarded at the end of each accounting period. Forms 25 and 3612 will be forwarded at the end of each quarter.

Detailed instructions to post offices currently servicing government meters will follow at a later date.—*Finance Dept., 7-10-80.*

Domestic Orders

False Representation. Enforced by postmasters at cities listed.

State/City	*Name(s) Covered*
TX, San Antonio 78217	Consolidated Reliance Agency or CRA Postal Unit 17403 North Broadway Station
TX, San Antonio 78229	American Association of Home Income Programs or AAHIP Postal Unit 29309
TX, San Antonio 78213	Financial Advisor Services or FAS Box 13703
TX, San Antonio 78233	Ladies Financial Security Program or LFSP P.O. Box 33340 Per Beitel Sta.
FL, Ft. Lauderdale 33310	Standard Research Labs P.O. Box 9547

—Judicial Officer, 7-10-80.

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Number	Subject	Distribution
MMO–34–80	Retrofit Kits for 1800/2900 Series Lockboxes.	Regional General Managers, Maintenance Management Divisions; Regional General Managers, Customer Programs Division; Area Maintenance Offices; Maintenance Capable Offices.
MMO–35–80	Maintenance Problems, Stamp Vending Machine, PS–53(A).	Regional General Managers, Maintenance Management Divisions; District Offices; Regional Coordinators, Customer Service; Area Maintenance Offices; SSPC Technicians.
MMO–36–80	Possible Steering Failure—Taylor-Dunn Tractors.	Regional General Managers, Maintenance Management Divisions; District Offices—BMEO; Maintenance Capable Offices; Bulk Mail Centers; Overhaul Centers; Area Maintenance Offices.
MMO–37–80	Pouch and Sack Racks—Bottom Support.	Regional General Managers, Maintenance Management Divisions; Sectional Center Facilities; Maintenance Capable Offices; Area Maintenance Offices.
MMO–38–80	Installation of Energy Efficient Fluorescent Lamps.	Regional General Managers, Maintenance Management Divisions; District Offices; Maintenance Capable Offices; Area Maintenance Offices; Bulk Mail Centers; Regional Energy Coordinators.
MMO–39–80	Efficient Operation of Centrifugal Chillers.	Regional General Managers, Maintenance Management Divisions; District Offices—BMEO; Maintenance Capable Offices; Bulk Mail Centers; Area Maintenance Offices.
MMO–40–80	Mechanization Jam Relay Adjustment.	Regional General Managers, Maintenance Management Divisions; District Offices; Maintenance Capable Offices; Sectional Center Facilities; Bulk Mail Centers.
MMO–41–80	Relay Box Painting	Regional General Managers, Maintenance Management Divisions; District Offices—BMEO; Maintenance Capable Offices; Bulk Mail Centers; Overhaul Centers; Area Maintenance Offices.
MMO–42–80	Computerized Forwarding System Maintenance—Preliminary Checklist.	Regional General Managers, Maintenance Management Divisions; District Offices; Computerized Forwarding System Offices.

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International First Flight Cachet

On August 15, 1980, Sabena Airlines will begin first flight service between Chicago, IL, and Brussels, Belgium.

Official cachet and philatelic treatment are authorized as outlined in POSTAL OPERATIONS MANUAL 244.63.

To prepare and send covers for official philatelic treatment for this service, observe the following procedures:

1. Address all covers.
2. Applicable rate of postage per cover is 31 cents per half ounce.
3. Allow a clear space, 2½ by 2½ inches, on the lower portion of the envelope and to the left of the address, for the cachet.
4. Provide an additional clear space of 1½ inches to the left of the inner most stamp to permit a clear postmark.
5. Include in each envelope a uniform enclosure of the approximate thickness of a postal card to assure a good impression.
6. Enclose the prepared covers in another envelope and address as follows:

Cachets to be applied by	*Send covers to*
Chicago City Post Office	Postmaster Main Post Office Chicago, IL 60607
O'Hare Airport Mail Facility	Operations Manager Airport Mail Facility O'Hare International Airport Chicago, IL 60666

7. Endorse the lower left corner of the outer envelope containing the covers with the words *First Flight Covers* for easy identification.
8. Mail the covers to reach the office applying the cachet no later than three days before the scheduled date of the flight.
9. Aerogrammes and postal cards will not be accepted.

Covers bearing previous postmarks and those not prepared as instructed above will not receive cachets or cancellations.

There will be a limit of 50 covers per customer.—*Customer Services Dept., 7–10–80.*

All Contracting Officers

WAGE AND PRICE STANDARDS COMPLIANCE

Section 1-326 of Publication 41, *Postal Contracting Manual,* which implements the voluntary wage and price standards program provides that the names of companies determined not to be in compliance with the standards will be published in the POSTAL BULLETIN for the convenience of contracting officers. See POSTAL BULLETIN 21179 (3-1-79). Effective June 2, 1980, the Council on Wage and Price Stability has determined that the following companies or groups are not in compliance with the wage and price standards:

Company	*Original date listed*
Cement Division compliance unit of Ideal Basic Industries, Inc. P.O. Box 8789 Denver, Colorado 80201	June 15, 1979
Northwestern Steel and Wire Co. 121 Wallace Street Sterling, Illinois 61081	July 24, 1979
Mason Contractors of DuPage County P.O. Box 129 Mount Prospect, Illinois 60056	July 24, 1979
American Hoechst Corporation Route 202-206 North Somerville, New Jersey 08876	October 23, 1979
SCOA Industries, Inc. 155 East Broad Street Columbus, Ohio 43215	October 23, 1979
National Electrical Contractors Association (Oregon-Columbia Chapter) 201 S.W. Arthur Street Portland, Oregon 97201	October 23, 1979
The Eureka Company 1201 East Bell Street Bloomington, Illinois 61701	November 27, 1979
Portland Association of Plumbing, Heating and Cooling Contractors (two noncomplying agreements) 0612 S.W. Idaho Portland, Oregon 97201	November 27, 1979
Sheetmetal Association, Inc. c/o 3434 S.W. Water Avenue Portland, Oregon 97201	November 27, 1979
San Diego Contracting Lathers Association 7855 Ostrow Street San Diego, CA 92111	November 27, 1979
"All other" compliance unit of Gifford-Hill & Company, Inc. (which includes all products exclusive of transportation, irrigation and metal building products) 8435 Stimmons Freeway P.O. Box 47127 Dallas, Texas 75247	December 27, 1979
Boston Distributors, a compliance unit of Cook United, Inc. 16501 Rockside Road Cleveland, Ohio 44137	January 21, 1980
National Gypsum Company 4100 First International Building Dallas, Texas 75270	January 21, 1980
Crown Central Petroleum Corp. One North Charles P.O. Box 1168 Baltimore, Maryland 21203	March 25, 1980
Gust K. Newberg Company & Assoc. (out of compliance only in Will County and vicinity, Illinois) 2040 North Ashland Avenue Chicago, Illinois 60614	March 25, 1980
Mid-America Regional Bargaining Association 228 North LaSalle Street Chicago, Illinois 60601	March 25, 1980
Contractors Association of Will and Grundy Counties 254½ Rusy Street Joliet, Illinois 60435	March 25, 1980
Residential Construction Employees Council 1010 Jorie Boulevard, Suite 112 Oak Brook, Illinois 60521	March 25, 1980

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Number	Subject	Distribution
MMO-43-80	Use of Compressed Air for Cleaning of Equipment.	Regional General Managers, Maintenance Management Divisions; District Offices; Bulk Mail Centers; Maintenance Capable Offices.
MMO-44-80	New Equipment Now Being Installed in Postal Facilities.	Regional General Managers, Maintenance Management Divisions; District Offices; Senior Maintenance Officials, Class A & B Maintenance Offices.
MMO-45-80	General Purpose Mail Container Gate Latch Safety Spring Installation.	Regional General Managers, Maintenance Management Divisions; District Offices—BMEO; Maintenance Capable Offices; Bulk Mail Centers; Overhaul Centers.

—Engineering & Technical Support Dept., 7-10-80.

NON-IDENTICAL FIRST-CLASS PRESORT

Postal regulations in the DOMESTIC MAIL MANUAL regarding eligibility and preparation requirements for metered, non-identical weight, letter size, presort rate, First-Class Mail are revised effective immediately to make it easier for mailers to enter residual pieces which bear presort rate postage markings. In addition, mailers are no longer authorized to sort residual pieces by states. Rather, mailers are encouraged to prepare mail left over after filling sectional center facility (SCF) trays into area distribution center (ADC) trays. Also, subchapters 360, 370, and 380 are reorganized for the purpose of bringing together related regulations. The procedural and structural changes as they relate to Parts 323, 361–367, 372, 374, and 382 are described in the following listing.

323 PRESORTED FIRST-CLASS MAIL

This section is revised to eliminate the word *identical* from the definition of mail eligible for presort rates, and to add the requirement that pieces in a qualified mailing must be within the same processing category.

360 PREPARATION REQUIREMENTS

Subchapter **360** is revised and restructured as follows:

361	Rewritten as **361.1.** Advisory notice concerning special addressing, marking and sorting requirements is deleted.
362.1	Becomes **361.3,** and is revised.
362.2	Becomes **362,** and is revised in detail.
362.3	Moved to **382.4** and is not changed.
362.41	Moved to **367.111** and is not changed.
362.42	Moved to **367.112** and is not changed.
362.43	Moved to **367.113** and is not changed.
362.441	Moved to **367.121** and is not changed.
362.442	Moved to **367.122** and is not changed.
362.451	Moved to **367.21.**
362.452	Moved to **367.22.**
362.453	Moved to **367.23.**
362.454	Moved to **367.24.** State changed to Area Distribution Center.
362.455	Moved to **367.25.** Mixed States changed to Mixed Area Distribution Centers.
362.456	Moved to **367.51** and **367.52.** Rewritten to clarify presort options for residual mail. Area Distribution Center sort option replaces State sort option.
362.456a	Becomes **367.51** and **367.521a,** revised in same manner as **362.456.**
362.456b	Incorporated into **367.521a.**
362.456c	Deleted because of the abolition of State sortation as an option. Sentence requiring trays in ZIP Code sequence not to bear pouch labels moved to **367.521b.**
362.456d	Incorporated into **367.522.** The grouping requirement for identical pieces of residual mail is eliminated.
362.457	Moved to **367.113.**
362.511	Moved to **374.11.**
362.512	Moved to **374.12.**
363.1	Moved to **361.2** and **362.1** and revised.
363.2	Moved to **363.**

370 MAILING

Subchapter **370** is unchanged except for the addition of titles and the change of former **362.5** to **374.**

380 PAYMENT OF POSTAGE

Subchapter 380 is revised and restructured as follows:

381	Unchanged.
382.1	Revised to clarify language.
382.2	Unchanged.
382.31	Revised to clarify language.
382.32	Revised to reflect expansion of residual limitation from 10% of total mailing to higher percentages depending on the conditions of presentation of the presort.
382.321	New revised **382.32.**
382.322	New revised **367.522.** Revised to allow printouts instead of groupings if a printout of the number of pieces to each separation is available.
382.33	Moved to **382.323.**
383	Unchanged.

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382.4 Mailing Statement

Effective immediately, sections 323, 360, 370 and 380 of the Domestic Mail Manual are revised to read as follows:

323 PRESORTED FIRST-CLASS MAIL

Presorted First-Class Mail is mail presented in a manner that preserves the orientation, facing, and ZIP Code sequence of the pieces. The presort rates apply to each piece that is part of a group of 10 or more pieces sorted to the same 5-digit ZIP Code, or of a group of 50 or more pieces sorted to the same 3-digit ZIP Code prefix, when they are presented at one post office as part of a single mailing of not less than 500 pieces of First-Class Mail each weighing 12 ounces or less, all of which are within the same processing category (see 128). All pieces must be individually addressed and lower rated pieces must be sorted to the maximum extent, i.e., all 5-digit sorts in groups of 10 or more must be exhausted before proceeding to make up all 3-digit sorts in groups of 50 or more. Full first-class postage must be paid on the residue not sorted to groups of 5- or 3-ZIP Code digits as described above. Cards subject to sortation requirements of 322.32 are eligible for the presort rate if they meet all requirements for the rate.

* * * * *

360 PREPARATION REQUIREMENTS

361 ADDRESSING

361.1 General Requirements

The general procedures for addressing are contained in **122**.

361.2 First-Class Zone Rated (Priority) Mail

The return address must be shown on the address side of each piece mailed at the zoned rates of postage.

361.3 Presort Rate Mail

The address of each piece must include the ZIP Code or carrier route code if presorted directly to carriers.

362 MARKING REQUIREMENTS

362.1 First-Class Zone Rated (Priority) Mail

The words *Priority* or *First-Class* must be placed prominently on the address side of each piece mailed at the zoned rates of postage.

362.2 Presort Rate Mail

All pieces in a presort rate mailing, including residual pieces not qualifying for the lower presort rate, must be marked *Presorted First-Class* as follows:

a. When a permit imprint is used, the identification *Presorted First-Class* must be part of the permit imprint or printed or rubber stamped by the mailer above the address and immediately below or to the left of the permit imprint.

b. When a meter stamp is used, the identification *Presorted First-Class* must be printed or rubber stamped by the mailer above the address and immediately below or to the left of the meter stamp.

c. When a precanceled stamp is used, the identification *Presorted First-Class* must be printed or rubber stamped by the mailer above the address and immediately below or to the left of the precanceled stamp, unless a precanceled stamp bearing the words *Presorted First-Class* is used.

d. The marking may be printed by a postage meter, special slug, ad plate, or other suitable means which will ensure a legible endorsement.

363 SEALING

First-Class zone rated (priority) Mail may be sealed or left unsealed without affecting the rate of postage paid.

364 [Reserved]
365 [Reserved]
366 [Reserved]

367 PREPARATION OF PRESORT RATE MAILINGS

367.1 General

.11 Packages

.111 When to Make Packages. When there are 10 or more pieces to the same 5-digit ZIP Code destination and/or 50 or more pieces to the same 3-digit ZIP Code prefix destination, they must be secured together as a package by the mailer. Rubber bands are the only acceptable means of securing packages in trayed mail.

.112 Rubber Bands. Rubber bands will be provided by the Postal Service and must be used by mailers to secure packages of presort mail under the following conditions:

a. Packages of letter size pieces, as described in 128.2 must be secured with rubber bands.

b. Packages should not exceed approximately 4 inches in thickness.

c. Packages up to one inch in thickness must be secured with one rubber band around the girth. Packages between one and four inches in thickness must be secured with two rubber bands, the first around the length and the second around the girth.

.113 Exceptions to Packaging. The packaging requirements for presorted mail left over after filling full trays described in 367.1 through 367.2 may be waived when the use of separating tabs is approved by the local postmaster. The local postmaster may also waive the packaging requirements for loose-packed presorted flat size mail as described in 128.3, sorted to one 5-digit ZIP Code destination, when there is enough quantity to fill a No. 3 sack.

.114 Labeling of Packages. Package labels must be used to identify the makeup of presorted packages of mail:

a. Place coded pressure sensitive labels in the lower left corner on the address side of the top piece in the package. NOTE: Pressure sensitive labels will be provided by the Postal Service.

b. Do not date package labels.

.12 Traying and Pouching

.121 Traying. Packages must be made up into trays in accordance with 367.2. Two-letter state abbreviations must be used on labels.

.122 Pouching. Instead of traying, postmasters may authorize pouching or other suitable containerization of presorted mail when mutually beneficial to the mailer and the Postal Service and when the integrity of the presort can be maintained. Pouches must be made up in accordance with the procedures prescribed for trays in 367.2 and with the prescribed pouch tags. Packages must be pouched by the mailer when there are enough for the same destination to fill approximately one-third of a pouch. The total weight of pieces placed in one pouch must not exceed 70 pounds. *The residual must be clearly segregated from the lower rated presorted mail.*

367.2 Sortation Requirements for Qualifying Pieces

.21 5-Digit ZIP Code Delivery Unit Packages and Trays

.211 Packages. When there are 10 or more pieces, but less than a full tray, addressed to the same 5-digit ZIP Code delivery unit, they must be prepared, by the mailer, in packages of 10 or more pieces not more than 4 inches in thickness. The pieces in the packages must be faced in the same direction and secured with one or two rubber bands around each package as provided by 367.112. Red label D must be affixed to the lower left corner on the address side of the top piece in each package.

.212 Trays. When there is enough mail for the same 5-digit ZIP Code delivery unit to fill a tray (approximately 500 pieces), a direct 5-digit tray must be prepared. Mail left over after filling direct trays must be bundled and placed in the appropriate city or SCF mail tray with the same first three digits. A pouch label must be firmly affixed to the end of the tray. Direct 5-digit trays or containers must be labeled in the following manner:

Line 1: City, State, 5-Digit ZIP Code
Line 2: Class, Contents
Line 3: Mailer, Mailer Location

Sample:

PHILADELPHIA PA 19118
FCM PRESORTED
FR JC COMPANY BOSTON MA

.22 City Packages and Trays

.221 Packages. When there are 50 or more pieces, but less than a full tray, remaining for a city with a unique 3-digit ZIP Code prefix after the 5-digit ZIP Code delivery unit packages required by 367.212 have been prepared, they must be made up as city packages and must be secured with one or two rubber bands as provided by 367.112. Cities with unique 3-digit ZIP Code prefixes are listed in upper case letters in the listing of *ZIP Code Prefixes* contained in Publication 65, *National Post Office and ZIP Code Directory*. Yellow label C must be affixed in the lower left corner on the address side of the top piece of each package.

.222 Trays. City mail plus any packages for 5-digit ZIP Code delivery units within those cities not trayed, as provided for by 367.212 must be prepared in city trays. A mixed city pouch label must be firmly affixed to the end of each tray. City trays must be labeled in the following manner:

Line 1: City, State, 3-Digit Destination
Line 2: Class, Contents
Line 3: Mailer, Mailer Location

Sample:

PHILADELPHIA PA 191
FCM PRESORTED
FR Q MAILERS BALTO MD

Mail left over after filling trays must be bundled in the packages and placed in an SCF tray.

.23 Sectional Center Facility (SCF) Packages and Trays

.231 Packages. When there are 50 or more pieces, but less than a full tray, remaining for the same 3-digit ZIP Code prefix after the packages required by 367.212 and 367.221 have been prepared, they must be bundled as SCF packages to that 3-digit ZIP Code prefix. The pieces in the packages must be faced in the same direction and secured with one or two rubber bands as provided by 367.112. Green label 3 must be affixed in the lower left corner on the address side of the top piece in each package.

.232 Trays. SCF Packages plus any 5-digit and city packages not trayed, as provided for by 367.212 and 367.222 and which are destined for the same SCF must be prepared in SCF trays. An SCF pouch label must be firmly affixed to the end of each tray. SCF trays must be labeled in the following manner:

Line 1: SCF, State, SCF Code
Line 2: Class, Contents
Line 3: Mailer, Mailer Location

Sample:

SCF PHILADELPHIA PA 190
FCM PRESORTED
FR Q MAILERS BALTO MD

Presorted mail left over after filling SCF trays must be bundled into packages. It is recommended, but not required, that these be placed in Area Distribution Center (ADC) trays. If ADC trays are not prepared, bundles must be placed in mixed ADC trays.

.24 Area Distribution Center Trays. It is recommended, but not required, that packages remaining after traying, in accordance with 367.212, 367.222, and 367.232, be sorted to Area Distribution Centers (ADCs), and placed in ADC trays (See Exhibit 367.24). A pouch label in the format shown below must be firmly affixed to the end of the tray.

Line 1: Area Distribution Center, Code
Line 2: Class, Contents
Line 3: Mailer, Mailer Location

Sample:

DIS ST. PAUL MN 550
FCM PRESORTED
FR Q MAILERS BALTO MD

.25 Mixed ADC Trays. Packages remaining after traying in accordance with 367.212, 367.222, 367.232 and 367.24 must be prepared in mixed ADC trays. A mixed ADCs pouch label in the following format must be firmly affixed to the end of the tray:

Line 1: Area Distribution Center, Code
Line 2: Class, Contents
Line 3: Mailer, Mailer Location
Sample:

DIS ST. PAUL MN 550
MIXED ADC FCM PRESORTED
FR Q MAILERS ST. PAUL MN

367.3 [Reserved]
367.4 [Reserved]

367.5 Residual (Nonqualifying) Pieces

.51 Definition. Pieces remaining after packages and trays have been prepared in accordance with 367.21 through 367.25 and Exhibit 367.24 are residual mail and are ineligible for the lower presort rate. *NOTE:* Section 382.322 contains specific limitations concerning the volume of nonidentical weight pieces that can be mailed as residual.

.52 SORTATION

.521 GENERAL

a. All residual mail must be presented together with the lower-rated portion of a mailing, but must be presented together with the lower-rated portion of a mailing, but must be clearly segregated from it to facilitate verification of the quantities of both the lower-rated and residual pieces. The mail must be faced or oriented in the same manner. All residual pieces must be sorted by one of the methods listed below. The mailer may select any one of these methods of sorting the residual mail. It is recommended, but not required, that as fine a sort as practical be performed in order to improve service. The methods of sortation are:

(*1*) Sequenced by 5-digit ZIP Codes.

(*2*) Sequenced by 3-digit ZIP Code prefixes.

(*3*) Separated by Area Distribution Centers (ADCs).

(*4*) Separated by In-State and Out-of-State.

b. Trays of residual mail prepared in ZIP Code sequence must not bear pouch labels.

367.522 Nonidentical Weight Residual Mail Bearing Presort Rate Postage. Nonidentical weight residual mail bearing postage at the lower presort rate must be prepared in accordance with 367.521. In addition, such residual mail must be presented in groups of 100 pieces for verification. Grouping may be accomplished with the use of index tabs, separator cards, or any other means acceptable to the postmaster. Any group of less than 100 pieces must be identified and have the actual piece count shown. Groupings must be done within one of the sortations authorized in 367.521. Alternatively, rather than preparing groups of 100 pieces, whenever there are more than 100 pieces for the same 3-digit or ADC separation, all residual mail for that separation may be prepared in trays and presented with a printout showing the number of pieces in each separation with a summary total.

* * * * *

370 MAILING

371 REGULAR SINGLE PIECE AND CARD RATES

Matter mailed at the regular single piece rate or card rate may be deposited in any street collection box, mail chute, receiving box, cooperative mailing rack, or other place where mail is accepted. However, mail which has postage paid by means of permit imprint may only be deposited where authorized by 145.

372 MATTER MAILED AT PRESORT RATES

372.1 Deposit of Mail

Matter mailed at the presort rates must be deposited at locations and times designated by the postmaster. Deposit of metered mail at other than those locations is considered basis for revocation of postage meter licenses in accordance with 144.23. The Postal Service may collect presorted First-Class Mail at the customer's facility when one of the following conditions is met:

a. Acceptance and verification are accomplished at the customer's facility.

b. Postage is paid under an optional procedure.

c. Postage is paid by meter strips.

d. Postage is paid by precanceled stamps.

NOTE: Presort mailings paid by permit imprint, and not covered by optional procedures, are not to be collected from the customer's facility.

372.2 Approved Collection Service

In addition to the above requirements, the collection of presorted First-Class Mail must be part of an approved collection service for other classes of mail and space must be available on the transportation required for those classes. Separate or additional collection service for presorted First-Class Mail will not be established.

373 FIRST-CLASS ZONE RATED (PRIORITY) MAIL

First-Class zone rated (priority) Mail must be deposited at a post office, branch, or station, or handed to a rural or highway contract route carrier.

374 PRESORT VERIFICATION

374.1 Where Verified

.11 Accepting Post Office. Presorted first-class mailings will be verified at the post office of acceptance to establish that each mailing made at the presort rate is properly made up and presorted and qualifies for the presort rate.

.12 Collected at Customer's Facility. All presorted First-Class Mail collected at the customer's facility will be verified at a post office acceptance unit unless the mailing is made under an optional procedure or complete acceptance and verification is accomplished at the customer's facility. If a presorted first-class mailing, which has been collected at the customer's facility and brought to the appropriate acceptance unit, is found not to qualify due to makeup irregularities, improper postage, or other reasons, the mailer must come to the acceptance unit to resolve the discrepancies.

374.2 When a Presort Mailing Is Disqualified

.21 Options. When a presort mailing is disqualified, the mailer has the option of taking corrective action or paying the full regular single piece rate. When necessary, the return of such mailings to the customer's plant is the responsibility of the mailer. Discrepancies are to be corrected or the full first-class postage rate is to be paid before the mailing will be accepted.

.22 Correcting Presort Problems. Mailers who elect to correct presort problems that result in disqualification of the mailing will generally be unable to return metered mail to the acceptance unit on the same day originally presented. The date in the meter stamp or precancel postmark will thus reflect an incorrect mailing date. If the mailing is presented on the day immediately following its initial presentation and if it then meets all other acceptance requirements, the mailing will be accepted on a one-time only basis when:

a. Its initial presort deficiencies resulted from mailing equipment problems beyond the mailer's control, or

b. It is the customer's first mailing at the presort rate and the improper presort resulted from misinformation or misunderstanding of the presort requirements.

.23 Paying Single-Piece Rate. Mailers who elect to pay the single piece first-class rate instead of correcting the disqualification must pay postage in the following manner:

a. Metered Mail. Mailers of unqualified metered mailings must pay the difference in cash at the window and present their copy of the cash receipt at the acceptance point before the mail can be released for processing.

b. Permit Imprint. Mailers must correct Form 3602, *Statement of Mailing With Permit Imprints, or* Form 3602-PC, *Statement of Mailing-Bulk Rates,* for unqualified mailing to indicate that postage is to be paid at regular single piece or card rates. All other provisions of 145 are applicable to such mailings.

* * * * *

380 PAYMENT OF POSTAGE

381 SINGLE PIECE RATES (See Exhibit 310)

381.1 Method of Payment

Mailers of first-class matter at regular single piece and card rates may pay postage by adhesive stamps, stamped envelopes and postal cards, meter stamps, and permit imprints.

381.2 Payment According to Weight

Postage must be paid at first-class rates on each piece of First-Class Mail according to its weight.

381.3 Aggregation of Letters

.31 More Than One Mailer. First-class postage must be paid on each individual letter when two or more individuals or organizations, or a party acting as the agent of two or more individuals or organizations, mail in one envelope, the bills, statements of account, or other letters of the individuals or organizations, to a mutual addressee. In addition, the address side of the envelope must be endorsed to show the number and weight of the enclosed letters from each sender. Organizations that are separate legal entities or which otherwise constitute separate enterprises are treated as separate "individuals or organizations" for purposes of this section, even if they are affiliated in some manner. These requirements apply even if the senders turn their letters over to someone else for the purpose of mailing them to the mutual addressee.

.32 More Than One Letter. An individual or organization may mail in one envelope more than one of its own letters and pay postage at the first-class rate on the weight of the piece if: (a) the letters are for persons who reside at the same residence, or who work for the same organization, located at the address shown on the envelope (provided the letters relate to the business of such organization); or (b) the letters are sent to a party who turns them over to other persons as part of a minor service provided in addition to a substantial and independent sales, service, or other business function he performs for such persons. Agents of a licensing authority may forward completed applications in one envelope to an office of the licensing authority and pay postage at the first-class rate on the weight of the piece.

382 PRESORT RATES (See Exhibit 310)

382.1 Method of Payment

Postage on mailings made at presort rates must be paid by meter stamps, permit imprints, or precanceled postage. Permit imprints may only be used on mailings of nonidentical weight under the provisions of 145.8 or 145.9.

382.2 Exact Postage on Each Piece

When precanceled postage or meter stamps are used, pieces must bear postage at the first-class presort rate on qualifying pieces, and at the full first-class rate on nonqualifying pieces except as provided in 382.3.

382.3 Presort Rate Postage on Residual Pieces

.31 Identical Pieces. When all pieces in a mailing paid by meter stamps or precanceled postage are of identical size and weight, the entire presorted mailing may have postage affixed at the lower presort rate.

.32 Nonidentical Pieces

.321 Residual pieces of letter size mail may have postage affixed at the lower presort rate under the following conditions:

a. The volume of residual pieces cannot exceed that prescribed in 382.322.

b. The residual pieces must be presented in accordance with 367.5.

c. Payment of additional postage must be made in accordance with 382.323.

.322 The volume restrictions for residual pieces are as follows:

a. Pieces in the same rate increment. If all residual pieces in the mailing are subject to the same postage rate there is no limit on the number of residual pieces in a letter size mailing. If all residual pieces in the mailing are separated into each different postage rate weight increment, there is no limit on the number of nonidentical residual pieces.

b. Pieces weighing up to two ounces. If all residual pieces in the mailing are not separated into postage rate weight increments and are subject to either the one or two ounce letter size rate, the mailing may contain up to 20% residual pieces.

c. Pieces weighing up to three ounces. If all residual pieces in the mailing are not separated into postage rate weight increments and are subject to the one, two or three ounce letter size rates, then the mailing may contain up to 10% residual pieces.

.323 The additional postage for residual pieces, whether identical or nonidentical, must be paid by means of meter strips affixed to the back of Form 3602-PC, *Statement of Mailing-Bulk Rates.*

382.4 Mailing Statement.

Mailers who qualify for the first-class presort rate (see 323) must complete and submit one of the following mailing statements (signed by the mailer or an authorized agent) with each mailing.

a. Form 3602, *Statement of Mailing With Permit Imprints,* for mail with permit imprints. If editions of the form earlier than December 1975 are used, two forms must be used: one for those qualifying for the lower presort rate, and one for those which do not. The form for those qualifying for the lower presort rate must be marked *PRESORT RATE* across the top of the form, and should only list the items which qualify for the lower presort rate. The form for the nonqualifying pieces must be marked *Presort Residual* across the top of the form and should only list the items which do not qualify for the lower presort rate.

b. Form 3602–PC, *Statement of Mailing-Bulk Rates,* for mail bearing meter stamps. The blocks for weight of a single piece, number of pieces in a pound, and postage chargeable per piece need not be completed on Forms 3602–PC for presorted First-Class Mail. If editions of the form earlier than May 1976 are used, two forms must be used: one for those qualifying for the lower presort rate, and one for those which do not. The form for those qualifying for the lower presort rate must be marked *PRESORT RATE* across the top of the form, and should only list the items which qualify for the lower presort rate. The form for the nonqualifying pieces must be marked *Presort Residual* across the top of the form and should only list the items which do not qualify for the lower presort rate.

* * * * *

Exhibit 367.24

Area Distribution Center Labeling Make Up Requirements

Top Line of Label:	*ZIP Codes Beginning With the Following Three Digits to be Included in Mailing*
DIS JFK NY; 003	005, 110–111, 113–119
SCF San Juan PR; 006	006–009
DIS Springfield MA; 010	010–016
DIS Boston MA; 021	017–026, 055
SCF Providence RI; 028	027–029
DIS Manchester NH; 030	030–034, 038–039
DIS Portland ME; 040	040–049
DIS White Rvr Jct VT; 050	035–037, 050–054, 056–059
DIS Hartford CT; 060	060–069
DIS Newark NJ; 070	070–079, 088–089
DIS South Jersey NJ; 080	080–087
AMF Kennedy ANX 2 NY	090–094, 096–098
AMF Kennedy ANX 3 NY	095
New York NY; 100	100–104, 112
DIS Westchester NY; 105	004, 105–109, 127
DIS Albany NY; 120	120–126, 128–129
DIS Syracuse NY; 130	130–139
DIS Buffalo NY; 140	140–149
DIS Pittsburgh PA; 150	150–168, 260
DIS Harrisburg PA; 170	169–178
DIS Philadelphia PA; 190	179–196
DIS Wilmington DE; 197	197–199
Washington DC; 200	200–205
DIS Baltimore MD; 210	206–219, 254, 267
DIS Northern VA VA; 220	220–229
DIS Richmond VA; 230	230–239
DIS Roanoke VA; 240	240–249
DIS Charleston WV; 250	250–253, 255–259
DIS Clarksburg WV; 263	261–266, 268
DIS Greensboro NC; 270	270–279
DIS Charlotte NC; 280	280–289, 297
DIS Columbia SC; 290	290–296
DIS Atlanta GA; 300	298–309, 311
DIS Macon GA; 310	310, 312–319
DIS Jacksonville FL; 320	320–326
DIS Miami FL; 330	330–334, 340
DIS Tampa FL; 335	327–329, 335–339
DIS Birmingham AL; 350	350–359
DIS Montgomery AL; 360	360–368
DIS Nashville TN; 370	370–374, 376–379, 384–385
DIS Memphis TN; 380	375, 380–383, 386, 723
DIS Jackson MS; 390	369, 387–397
DIS Louisville KY; 400	400–409, 411–427, 471
DIS Columbus OH; 430	430–439
DIS Cleveland OH; 440	440–449
DIS Cincinnati OH; 450	410, 450–459, 470
DIS Indianapolis IN; 460	460–462, 467–469, 472–479
DIS Detroit MI; 481	480–489
DIS Grand Rapids MI; 493	490–497
DIS Des Moines IA; 500	500–508, 520–528, 612
DIS Milwaukee WI; 530	498–499, 530–539, 541–545, 549
DIS St. Paul MN; 550	540, 546–548, 550–551, 556–559
DIS Minneapolis MN; 553	553–554, 560–564, 566
DIS Sioux Falls SD; 570	570–577
DIS Fargo ND; 580	565, 567, 580–588
DIS Billings MT; 590	590–599, 821
DIS North Subn IL; 600	600–603, 610–611, 613–619
Chicago IL; 606	606
DIS North Subn IL; 608	463–466, 604–605, 609
DIS St. Louis MO; 630	620–639, 654–655
DIS Kansas City MO; 640	640–653, 656–668
DIS Wichita KS; 670	669–679, 739
DIS Omaha NE; 680	510–516, 680–693
DIS New Orleans LA; 700	700–708
DIS Shreveport LA; 710	710–714
DIS Little Rock AR; 720	716–722, 724–729
DIS Oklahoma City OK; 730	730–732, 734–738
DIS Tulsa OK; 740	740–749
DIS Dallas TX; 752	750–759
DIS Ft. Worth TX; 760	760–769, 790–799
DIS Houston TX; 770	770–778
DIS San Antonio TX; 780	733, 779–789
DIS Denver CO; 800	800–816
DIS Cheyenne WY; 820	820, 822–828
DIS Boise ID; 836	832–834, 836–837, 979
DIS Salt Lake City UT; 840	829–831, 840–847, 893, 898
DIS Phoenix AZ; 852	850–865
DIS Albuquerque NM; 870	870–884
DIS Las Vegas NV; 890	890–891, 894–897
Los Angeles CA; 900	900
DIS LAX–A CA; 900	902–918
DIS LAX–B CA; 901	920–935
DIS San Francisco CA; 940	940–949
DIS San Francisco CA; 942	936–939, 950–961
SCF Honolulu HI; 967	967–969
DIS Portland OR; 970	970–978, 986
DIS Seattle WA; 980	835, 838, 980–985, 988–994
DIS San Francisco CA; 940	940–949, 966
DIS Sea-Tac WA; 980	962–965, 987, 995–999

—*Rates & Classification Dept., 7–10–80.*

VACANT REGULAR RURAL ROUTES LISTING NO. 80–31

The vacant rural routes listed below will be posted for bid in accordance with the USPS–NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this Postal Bulletin. Those rural carriers having special bidding rights as defined in the USPS–NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
Central Region					
Illinois	Clifton	60927	02	29:11 (39S)	106.15
	El Paso	61738	02	31:30 (32S)	75.80
	Niota	62358	01	40:56 (41S)	89.82
	Johnston City	62951	01	48:49 (45J)	60.85
Indiana	Anderson	46011	04	45:28 (45H)	35.10
	Elwood	46036	01	34:45 (35S)	52.40
	Wabash	46992	02	44:47 (45H)	60.50
	Madison	47250	04	40:59 (41S)	78.16
	Vincennes	47591	05	37:40 (38S)	74.60
Minnesota	St. Paul	55124	06	44:09 (44H)	31.45
	Mound	55364	06	40:45 (41H)	11.15
	Milaca	56353	03	42:16 (42S)	99.80
Missouri	Grant City	64456	01	43:29 (43S)	115.60
	Skidmore	64487	01	44:44 (45H)	119.55
	Gallatin	64640	03	45:35 (46H)	105.10
	Golden City	64748	01	34:02 (34S)	87.25
Ohio	Montpelier	43543	01	40:49 (S41)	73.75
	Wauseon	43567	04	45:24 (45H)	53.00
Wisconsin	Oneida	54155	02	41:17 (41H)	34.91
Eastern Region					
New York	Walton	13856	02	44:27 (44H)	86.70
Pennsylvania	Bellefonte	16823	03	43:15 (43H)	54.75
	Port Royal	17082	01	32:23 (32S)	47.60
	Allentown	18101	07	38:12 (38H)	15.50
West Virginia	Clarksburg	26301	05	54:12 (45K)	36.80
	Newburg	26410	01	40:53 (41H)	71.60
Northeast Region					
New Hampshire	Hudson	03051	06	37:38 (38S)	39.50
	Manchester	03103	06	46:40 (43J)	28.40
	Charleston	03603	01	37:57 (39S)	36.00
Maine	Hollis Center	04042	01	38:40 (39S)	48.00
Connecticut	Hebron	06248	01	45:37 (46H)	38.60
Southern Region					
Florida	Jasper	32052	01	32:35 (33S)	80.70
	Homestead	33030	02	45:34 (46H)	55.00
	Lutz	33549	03	44:02 (44H)	24.20
	do	33549	07	41:25 (41J)	15.10
	Port Richey	33568	01	38:32 (38H)	18.45
Georgia	Covington	30209	03	48:28 (44J)	83.30
	Toccoa	30577	02	52:11 (43K)	79.00
	Arlington	31713	01	38:01 (38S)	117.65
	Tifton	31794	03	43:23 (43H)	86.95
North Carolina	Davidson	28036	01	48:41 (41K)	68.00
	Huntersville	28078	01	44:55 (45H)	63.00
	Matthews	28105	08	43:48 (44H)	31.00
	Hickory	28601	10	53:40 (45K)	38.00
	New Bern	28560	03	47:06 (43J)	46.78
Oklahoma	Choctaw	73020	02	46:23 (43J)	56.15
	Tulsa	74101	16	49:12 (45J)	52.90
South Carolina	Fountain Inn	29644	01	47:46 (44J)	81.45
Tennessee	Lawrenceburg	38464	04	44:34 (41J)	96.55
Texas	Lufkin	75901	06	46:06 (46H)	28.90
	Lott	76656	01	21:34 (22S)	53.95
	Belton	76513	05	41:22 (41H)	31.10
	Brownwood	76801	05	44:00 (44H)	120.95
	Kerrville	78028	04	41:46 (42H)	39.15

*The "Route Classification and Evaluation" published in this Postal Bulletin may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

—Labor Relations Dept., 7–10–80.

All Offices With Rural Delivery Responsibilities

ANNUAL COUNT OF MAIL ON RURAL ROUTES

1. Count Period. The annual count of mail will be conducted the last two weeks of September: September 15 through September 27 (inclusive). Boxholder mail only will be counted for four consecutive weeks, beginning one week prior to the start of the annual mail count: September 8 through October 4 (inclusive).

2. Requisitioning Mail Count Forms. Forms 4239, *Count of Mail (Rural Route)*, 4239–A, *Rural Route Count of Boxholder Mail*, and 4241, *Rural Delivery Statistics Report*, are available at supply centers and will be ordered by management sectional center post offices only, using Form 7380, *Supply Center Requisition*. Forms 4239, 4239–A, and 4241 are in two- or three-part sets with carbon, as appropriate. Each management sectional center office will:

a. Requisition quantities sufficient for the number of rural routes under its jurisdiction and for each intermediate office served by these routes. (Make requisitions now to insure receipt by August 11.)

b. Automatically distribute the required forms to those post offices having rural routes.

c. Order additional requirements on Form 7380 during regular requisitioning cycles.

d. Submit requisitions for only the amount of forms required during this annual mail count. MSCs are cautioned *not* to overorder Forms 4239, 4239–A, and 4241.

3. Detailed Count Instructions. Detailed instructions regarding count procedures, completion and submission of count forms, and other related matters will be issued at a later date.

—Delivery Services Dept., 7–10–80.

FLSA EXEMPT EAS EMPLOYEES

Pay and Leave Provisions

Management Instruction EL 430-80-3, effective June 28, 1980, established national policy regarding the administration of special pay and leave for EAS salary schedule FLSA exempt employees. Specific details regarding the administration of the policy with identification of affected employees, including exceptions, are covered in the referenced instruction.

The following paragraphs address the related time and attendance procedures for affected employees in both timecard and PSDS offices. Offices on the ATAP system will receive separate instructions.

I. TIMECARD OFFICES

A. FLSA Status Code

An FLSA status code will be printed on the timecard in the box immediately following the employee's name. A code *E* identifies the assigned position occupied by an employee as an EAS schedule *FLSA exempt* (not covered by FLSA); a code *N* identifies the position as *FLSA nonexempt* (covered by FLSA).

B. Special Pay Provisions

1. Night Differential and Sunday Premiums. FLSA exempt EAS employees in Grades 23 and below are eligible for night differential and Sunday premium pay for hours that fall within the established parameters for such premiums. The hours are payable only if they are part of the employee's normal workhours. Employees, normally receiving night differential and/or Sunday premium, continue to receive such premiums when *temporarily* reassigned for intermittent periods during a single workweek.

Example: When an employee who normally receives Sunday premium and/or night differential is temporarily reassigned to another schedule, the employee does not lose the premiums that would have been earned had he/she not been temporarily reassigned. Conversely, an employee not normally paid night differential or Sunday premium because of the hours normally worked is not entitled to these premiums when temporarily reassigned to workhours that fall within the parameters of eligibility for night differential and/or Sunday premium. See Exhibit A on page 17.

2. Overtime and Other Special Premiums. Employees occupying FLSA exempt EAS positions (code E) are not eligible and will not be paid for specific premium hours. The following premium hours, if entered on timecards, will be rejected and not paid:

Hours Type	
	53—Overtime
	57—Christmas Work
	74—Holiday Work
	88—Non-Bargaining Rescheduling Premium

Exceptions: These special premiums may be paid during the officially designated Christmas period, and for service in a higher level nonexempt position, as stated in paragraph 3 below.

3. Higher Level. Higher level assignments for FLSA exempt EAS employees will be made in accordance with existing regulations except that assignments to nonexempt higher level positions cannot be made without the prior approval of the Regional Postmaster General or Assistant Postmaster General as appropriate.

If 50% or more of the actual workhours are spent in nonexempt work, the employee is not eligible for compensatory time or personal absence, but must be paid the better of postal or FLSA overtime for all hours worked in excess of eight paid hours in a day or 40 paid hours in the week. The employee is eligible for other premiums as applicable to the assigned position in which the premium is earned. If more than 50% of the actual weekly workhours are spent in exempt work, the employee remains exempt for the entire week and is not entitled to receive overtime or other premiums, except *as provided for the permanent position.* The higher level 50% rule is further explained in Part II, paragraph E. 4.

An administrative decision must be made at the local level whether the 50% criteria has been met. Timecard entry of total hours on the face of the timecard must be made accordingly. Eligibility for night differential and Sunday pay depends on the normal workhours of the higher level (H/L) position filled and whether the hours of H/L service fall within the required parameters of the specific premium.

When the combined hours of exempt H/L and exempt regular service exceed 40 hours in a week, local management must determine which hours of H/L and/or base level hours are to be reported on the timecards. In any event, the combined total hours for the week cannot exceed 40.

4. Compensatory Time. The concept of *COMP TIME* for service in excess of eight hours in a day, 40 hours in a week or service on days not normally worked no longer applies to FLSA exempt EAS employees. These employees occupy professional or managerial positions. As such, they are expected to cover their responsibilities and complete their assigned duties without regard to the eight hour workday or 40 hour, five day workweek.

Daily timecard entries are to be made in the normal manner showing entries for all hours worked. Related night differential and Sunday premium hours, where applicable, are also to be entered on the timecard. When the combined total hours of leave and work for the week exceed 40, only a combined total of 40 hours are to be entered on the face of the timecard. The daily entries of all hours, other than workhours, are totaled first and carried to the appropriate block on the face of the timecard. Workhours are then applied to bring the combined total for the week to 40 hours. When an FLSA exempt EAS employee is directed to work a full day on a day not normally worked or a full day in addition to the days regularly worked, the employee may be granted a full day of personal absence without charge to leave. (Reference Management Instruction EL 430-80-3, IV.B.1.) Personal time will be recorded on the timecard as workhours.

5. Personal Absence and Leave.

a. The definition of personal absence and its application is outlined in the referenced Management Instruction. Handbook F-21, *Time and Attendance,* requires that all leave requests be documented on a Form 3971, *Request for, or Notification of, Absence.* Therefore, requests for personal absence should also be documented on a Form 3971. The forms may be retained and filed with all other Forms 3971. Approved requests will be appropriately annotated in REMARKS, *Do not charge to leave.* Personal absence is reflected on the time card as *workhours* with related Sunday and night differential entries where applicable. *Example:* Employee normally working 6:00 p.m. to 2:30 a.m., is granted personal absence from 6:00 p.m. to 9:00 p.m., and works 9:00 p.m. to 2:30 a.m. Timecard will show eight hours worked with eight hours night differential.

b. All types of leave hours, other than annual leave, sick leave and LWOP, will continue to be charged and reflected on the timecard in hours and hundredths of an hour. Annual leave, sick leave and LWOP, however, will be shown in full day increments. It is incumbent upon each postal official administering leave to become familiar with the new policy regarding the usage of annual leave, sick leave and LWOP, by FLSA exempt EAS employees. The postal data center monitors usage of leave by these employees and each pay period, submits printouts to each installation which identifies those employees whose time cards reflect annual leave, sick leave and LWOP usage in other than eight hour increments. The list is furnished as information and for adjustments of leave as necessary.

II. PSDS OFFICES

A. FLSA Status Code

1. Initial Establishment. Each employee on the PDC/ADPC Master File as of PP 15-80 will automatically be coded with the proper FLSA code via a special Quarterly PDC/ADPC Master File Comparison scheduled to be run on DPP 13 of PP 15-80. This code will be listed under the *FS* heading of the report, and be an *E* for exempt employees and an *N* for nonexempt employees.

2. Establishment After PP 15-80. Employees hired after PP 15-80 must have their FLSA Status code established in the ADPC EMR via the B1, Master File New Hire Transaction by entering an E or N in the SPC field on the Form 1476, *PSDS EMR Items Transcript.*

3. Changes In FLSA Status Code After PP 15-80. At the beginning of each pay period, the FLSA Status Code carried in the PDC Employee Master Record (EMR) will update the FLSA Status Code carried in the ADPC EMR. If, for any reason, the PDC Code is in error (late Form 50 action etc.), a Master File Item Change transaction (B3) must be entered to correct the updated ADPC Code. This transaction will not change the PDC Code.

The personnel section will have to make inquiries and/or submit a Form 50 action to insure that the PDC FLSA status code is corrected *before current pay period payroll processing.* If this is not done, the employee will be paid according to the payroll regulations related to the erroneous PDC code, *regardless of the ADPC code.*

B. Exempt Employee's Normal Work Hours

FLSA exempt EAS employees do not have fixed work hours. (Reference Management Instruction 430-80-3, Section I.) However, it is usually possible to establish *Normal* work hours based on the inherent needs of the employee's job requirements.

1. Initial Establishment. The personnel section, in conjunction with each division head, should determine the normal work hours of each exempt employee for Week 1 of PP 16-80. These work hours should consist of a begin tour, out-to-lunch, in-from-lunch, and an end tour time for each workday. It will be used to establish the employee's FLSA exempt coding as described below in Section C.

2. Work Hour Changes. Whenever an FLSA exempt EAS employee's work hours *permanently* change due to a reassignment or promotion, they should be broken out as in 1. above and used to determine the necessary changes to the employee's FLSA exempt coding. See Section C below.

Temporary work hours changes must not be used to alter the employee's FLSA exempt coding. As described in the Management Instruction, night differential and Sunday premium are earned based on the exempt employee's normal work hours and not when the employee actually works.

C. FLSA Exempt Coding in Employee Master

The *normal* work hours as described in B above, are needed so that it can be determined what work and premium credits the exempt employee will get for a workweek regardless of when or how many hours are actually worked.

An FLSA exempt coding field has been developed to automatically generate these daily work, night differential and Sunday premium hours per these normal work hours.

1. Initial Establishment of Exempt Coding. After the normal work hours have been established, the the following information will be extracted:

Normal Daily Workhours (DWH)
Normal Night Differential (ND)
Normal Sunday Premium (SP)
Service Days

This information will be coded on a Form 1476, *PSDS EMR Items Transcript,* using the route number field, (for FLSA exempt EAS employees, this field is the FLSA Exempt Coding Field) as follows:

Position 1=Normal DWH (0 thru 8 only)
Position 2-4=Normal ND (000 thru 800 only)
Position 5=Normal SP Days (0 thru 6 only)
0=No SP days
1=SP on Service Days 1 and 8
2=SP on Service Days 2 and 9
3=SP on Service Days 3 and 10
4=SP on Service Days 1 and 2, 8 and 9
5=SP on Service Days 2 and 3, 9 and 10
6=SP on Service Days 1 and 3, 8 and 10

Examples of FLSA Exempt Employee EAS Work Hours and Corresponding Exempt FLSA Coding

Employee's *normal* work hours are:
BT 2300 OL 0300 IL 0350 ET 0750 SDO=1 and 2
FLSA exempt coding shown on Form 1476 should be *8 650 3.*

Employee's *normal* work hours are:
BT 0800 OL 1200 IL 1300 ET 1700 SDO=1 and 2
FLSA exempt coding shown on Form 1476 should be *8 000 0.*

If a FLSA exempt EAS employee's work hours vary within a workweek, enter 0s in Position 1-5 of the FLSA Exempt Coding Field.

Example: Employee's *normal* work hours are:

DPP 01 SDO
DPP 02 BT 2300 OL 0300 IL 0350 ET 0750

DPP 03 BT 0800 OL 1200 IL 1250 ET 1650
DPP 04 BT 0800 OL 1200 IL 1250 ET 1650
DPP 05 BT 1500 OL 1800 IL 1850 ET 2350
DPP 06 BT 1500 OL 1800 IL 1850 ET 2350
DPP 07 SDO

The FLSA Exempt Coding for these work hours would be *0 000 0,* and the employee will be credited according to the actual clockrings. Note: All exempt EAS employees will automatically be coded 00000 for PP 15-80.

The completed Form 1476 must be submitted to the data collection site for input no later than DPP 12, PP 16-80 for the initial establishment.

2. Subsequent Initialization of, or Changes to Exempt Coding. For FLSA exempt EAS employees hired after PP 15-80, or for work hour changes (B1 or B3), the Form 1476 should be submitted to the Data Collection Site before the action is effected. These transactions can be input from DPP 01 thru DPP 12 to update Week 1 of the Pay Period. They must be input *only* on DPP 13 and DPP 14 to update Week 2 of the Pay Period. *Special note should be made of these input/cutoff restrictions.*

The FLSA exempt coding is not a PDC EMR item, and therefore, not effected by the PDC/ADPC Master File Comparison update.

D. Special Provisions and Regulations for Exempt Employees

1. Personal Absence. The definition of *personal absence* and its application is outlined in the referenced Management Instruction, Handbook F-22, *PSDS Time and Attendance,* requires that all leave requests be documented on Form 3971. Requests for personal absence should also be documented on Form 3971 and filed as described in I. A. 5. above.

An authorization transaction is not necessary to record personal absence workhours for time and attendance purposes. At the end of each week's processing period (DPP 12 for Week 1 DPP 03 for Week 2) the PSD System will automatically increase workhours on a scheduled day to equal the normal daily workhours amount indicated in the FLSA Exempt Coding Field of the employee's master record. If premiums are involved, they will also be increased based on this coding.

2. AL/SL/LWOP. Annual leave, sick leave and leave without pay for FLSA exempt EAS employees must be in full tour increments and therefore cannot be mixed with workhours or other leaves. Authorizations and adjustments for these leaves will be rejected unless they adhere to this rule. At the end of each week's processing period, if AL/SL and workhours are present on the same day, the system will delete all annual and sick leave credits and force workhours to equal normal daily workhours per FLSA exempt coding.

3. Overtime and Other Premium Pay. All FLSA exempt EAS employees covered by the provisions of Management Instruction 430-80-3 *are not* eligible for overtime, holiday work, Christmas work, non-bargaining rescheduling premium or compensatory time. However, hours worked over eight in a day or 40 in a week, and hours worked on a holiday should continue to be recorded in order to provide a complete record of the workweek. The PSDS system will automatically reduce these hours at the end of each week's processing period.

E. Exempt Higher Level

All assignments to FLSA exempt EAS or FLSA nonexempt EAS H/L positions must be made according to the criteria specified in Management Instruction EL 410-79-3, dated March 24, 1979, and be for at least a full tour.

1. Exempt to Exempt. Exempt employees working in an exempt higher level position will be handled per current procedure except, at the end of a week's processing period, any scheduled day not crossfooting to eight hours will be forced to eight hours by increasing or reducing work hours, whichever is appropriate. (See F. 3.)

2. Nonexempt to Exempt. Nonexempt employees working exempt higher level will be handled per current procedures except, a new transaction must now be entered to identify exempt higher level versus nonexempt higher level in levels EAS 11-18 *ONLY.*

The format of the new transaction is as follows:

Dial Settings
Dial 1=2
2=H/L Rate Schedule Code (SCH)
3=0
4=1 (indicates exempt H/L)
2 (indicates nonexempt H/L)
5-8=H/L start time plus one-hundredth (.01) of an hour
9-10=H/L level

Use the new transaction as follows:

a. Nonexempt employees working *nonexempt* higher level, enter higher level authorization *only,* per current procedure. No special transaction is needed.

b. Exempt employee working *exempt* higher level, same as *a.* At this time, H/L FLSA exempt/nonexempt indicator transaction is not valid for exempt employees.

c. Nonexempt employee working *exempt* higher level EAS 11-18, enter higher level authorization per current procedures. After entering the higher level authorization, enter the new transaction using the dial settings as described above. This will indicate to the computer that the higher level is exempt.

If it is necessary to change the FLSA status of an existing H/L record, or to establish a H/L record on a prior day, follow this same procedure using the correct DPP badge.

Note: Current day errors can be corrected by inserting 99 in Dials 9 and 10 and then reinserting the proper indicator transaction. The last FLSA code indicator transaction received for final weekly processing will determine the FLSA code of a higher level record.

3. Exempt to Nonexempt. As stated in the Management Instruction, temporary assignments of exempt employees into nonexempt positions are not to be made except on an emergency basis, and then, only with the approval of the appropriate Regional Postmaster General or Senior Assistant Postmaster General.

Because of these authorization requirements, exempt to nonexempt higher level will not be allowed in PSDS. If an emergency situation does arise where this type higher level is worked, a manual adjustment through Form 2240, *Pay, Leave, or Other Hours Adjustment Request* will have to be completed and submitted to the servicing PDC for payment.

4. Higher Level 50% Ruling. When an employee performs a combination of exempt and nonexempt work within an FLSA workweek, the following applies:

a. If the employee's permanent position is either *exempt or nonexempt and 50% or more of the actual workhours* are spent in nonexempt work, the employee is not eligible for Personal Absence, but must be paid the better of postal or FLSA overtime for all hours worked in excess of eight paid hours in a day or 40 paid hours in the week. The employee is eligible for other premiums as applicable to the assigned position in which the premium is earned.

b. If the employee's permanent position is *nonexempt and more than 50% of the actual workhours* are spent in exempt work the employee is eligible for either postal overtime, personal absence or other premiums as applicable to the assigned position in which the overtime service is performed or the premiums earned.

c. If the employee's permanent position is *exempt and more than 50% of the actual workhours* are spent in exempt work, the employee remains exempt for the entire week and is not entitled to receive overtime or other premiums, except as provided for in the permanent position.

If condition *a* occurs for an exempt employee, a Form 2240 must be submitted reflecting the necessary information to effect an accurate payment.

If a nonexempt employee's status changes as described in *a* or *b*, adjustments, if any, can be input through PSDS. (Timecard offices must submit these adjustments to the postal data center separately batched and identified).

F. Report Review and Correction

1. Employee Activity Report. For each day an FLSA exempt EAS employee's total work, leave and premium credits do not equal the information contained in the FLSA exempt coding in the EMR, the computed hours will appear on the EAR report. The employee's supervisor should review the report, and if these hours are at variance with what the employee *actually* should have been credited, indicate the proper pay credits so that the timekeeper can make any necessary adjustments. If the pay credits accurately reflect the employee's work, leave and premium credits for the day, do not make adjustments even if it does not crossfoot.

Examples:

Employee A actually works 10.00 hours in one day—make no adjustment.

Employee B actually works 6.00 hours in one day and takes 2.00 hours personal absence—make no adjustment.

Employee C was credited with 8.50 hours work but actually should be credited with 8.00 (No lunch)—reduce workhours to 8.00.

It is intended that all hours worked by an FLSA exempt EAS employee be shown on the Time Certification Exception Report. Do not reduce workhours unless the employee was credited with workhours not actually worked.

2. Time Certification Exception Report. At the end of each week, any FLSA exempt EAS employee at variance with his/her FLSA exempt coding for any day of the week will appear on the Time Certification Exception Report. If any day still does not reflect the employee's *actual* pay credits as described in F.1. above, make adjustments as necessary. If a non-crossfoot still exists after the proper adjustments have been made, do nothing except as noted in **3** below.

3. Final Weekly Time Certification. At the time of the final weekly processing, each scheduled day not equal to the FLSA Exempt Coding field (excluding higher level days) will be forced to equal the exempt coding. Each scheduled day off will be reduced to zero in all records.

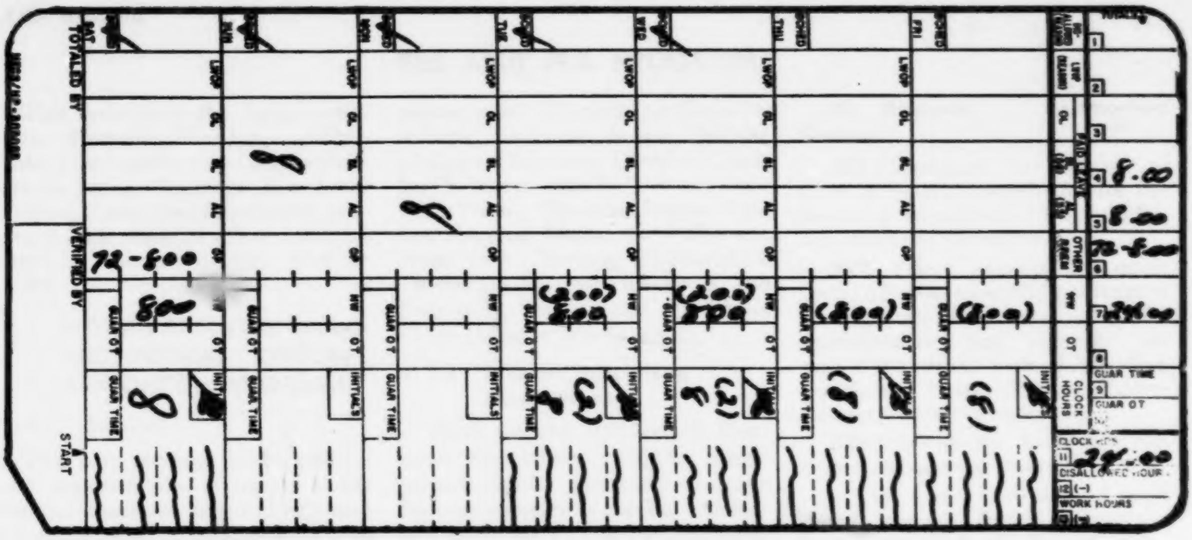
When higher level is involved, all necessary adjustments should be made to the Time Certification Exception Report to effect a proper payment.

At the time of the final weekly processing, if any higher level day does not equal the proper crossfoot, the crossfoot routine described in Part E. 1. will be used; i.e., increase or reduce workhours as appropriate.

Handbooks F-21 and F-22 will include these instructions in future revisions. During the interim, this POSTAL BULLETIN should be retained as a reference.

Questions regarding pay policies for exempt employees covered by Management Instruction 430-80-3 should be directed to regional or Headquarters Office of Compensation.—*Finance Dept., 7-10-80.*

PROTECT YOUR BACK AS YOU RAISE THAT SACK, JUST BEND YOUR KNEES, AND YOU'LL LIFT WITH EASE.


SAT
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VERIFIED BY
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GUAR TIME
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800
8
(200) 800
(3)
(200) 800
(2)
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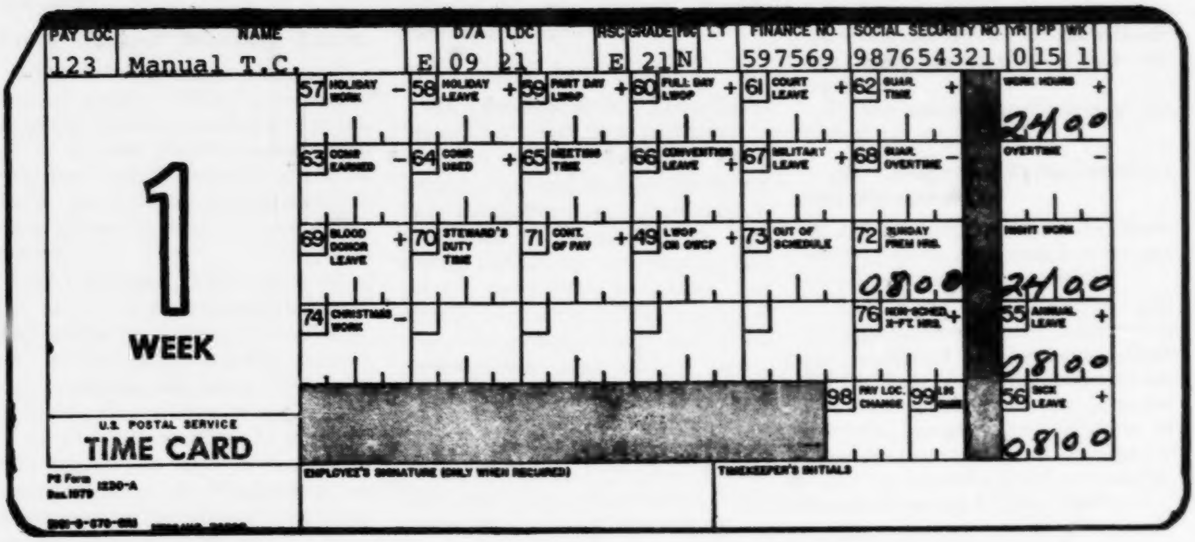
(8)
8.00
8.00
72-8.00
24.00
24.00
GUAR TIME
GUAR OT
CLOCK HOURS
DISALLOWED HOURS
WORK HOURS



PAY LOC.	NAME		D/A	LDC		RSC	GRADE		LT	FINANCE NO.	SOCIAL SECURITY NO.	YR	PP	WK
123	Manual T.C.	E	09	21		E	21	N		597569	987654321	0	15	1

1 WEEK

U.S. POSTAL SERVICE
TIME CARD

PS Form 1230-A

57 HOLIDAY WORK −	58 HOLIDAY LEAVE +	59 PART DAY LWOP +	60 FULL DAY LWOP +	61 COURT LEAVE +	62 GUAR. TIME +	WORK HOURS + 24.00
63 COMP EARNED −	64 COMP USED +	65 MEETING TIME	66 CONVENTION LEAVE +	67 MILITARY LEAVE +	68 GUAR. OVERTIME −	OVERTIME −
69 BLOOD DONOR LEAVE +	70 STEWARD'S DUTY TIME	71 CONT. OF PAY +	49 LWOP OR OWCP +	73 OUT OF SCHEDULE	72 SUNDAY PREM HRS. 08.00	NIGHT WORK 24.00
74 CHRISTMAS WORK −					76 NON-SCHED. 2-FT. HRS. +	55 ANNUAL LEAVE + 08.00
				98 PAY LOC. CHANGE	99	56 SICK LEAVE + 08.00

EMPLOYEE'S SIGNATURE (ONLY WHEN REQUIRED)

TIMEKEEPER'S INITIALS

Exhibit I

The employee normally works Saturday through Wednesday, 6:00 p.m. to 2:30 a.m. Because of an emergency, the employee is directed to work the same hours on Thursday and Friday (days not normally worked) and two additional hours on Tuesday and Wednesday.

Note: The entries in parenthesis in the daily blocks for the 2 additional hours on Tuesday and Wednesday and the 8 hours on Thursday and Friday (with related night differential hours) are hours not normally worked and therefore not included in the total blocks of the time card. Total work hours must crossfoot to 40 hours for the week. Night differential can not exceed work hours.

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ASM Revision

FEB AND FEA PROGRAMS

This revision to the ADMINISTRATIVE SUPPORT MANUAL (ASM) states USPS policies and responsibilities for Federal Executive Board and Federal Executive Association programs. This material will be incorporated in Transmittal Letter 2 of the ASM.

414 FEDERAL EXECUTIVE BOARD AND FEDERAL EXECUTIVE ASSOCIATION PROGRAMS

414.1 General

This part provides USPS policies and responsibilities in regard to the Federal Executive Board (FEB) and Federal Executive Association (FEA) programs and outlines the extent of the USPS participation in these programs.

414.2 Federal Executive Boards

.21 Establishment. Federal Executive Boards (FEBs) were established by Presidential directive to improve internal Federal management practices and to provide a central focus for Federal participation in civic affairs in major metropolitan centers.

.22 Purpose. FEBs serve as a means (a) for disseminating information within the Federal Government, (b) for interagency training, and (c) for promoting discussion of Federal policies and activities of importance to all Federal executives in the field. The Boards also serve as channels of communication to Washington on government-wide management issues requiring special attention.

.23 Organization. FEBs are composed of heads of all Federal departmental and agency field offices located in a metropolitan area. A chairperson and other officers are elected annually from among the membership to provide leadership to the Board's operations. Committees and task forces carry out interagency projects consistent with the Board's missions. The Boards receive overall policy direction from the Office of Management and Budget (OMB) in the Executive Office of the President.

.24 Metropolitan Areas. FEBs have been designated by Presidential action for the following 26 metropolitan areas: Albuquerque-Santa Fe, Atlanta, Baltimore, Boston, Buffalo, Chicago, Cincinnati, Cleveland, Dallas-Ft. Worth, Denver, Detroit, Honolulu-Pacific, Houston, Kansas City, Los Angeles, Miami, New Orleans, New York, Newark, Philadelphia, Pittsburgh, Portland, St. Louis, San Francisco, Seattle, and the Twin Cities (Minneapolis-St. Paul).

414.3 Federal Executive Associations

There are also 100 Federal Executive Associations (FEAs), which provide similar coordination among Federal agencies in serving community needs. An FEA is less structured, requires no reporting relationship to OMB, and has an informal relationship with the nearest Federal Executive Board.

414.4 USPS Role

.41 Participation. The Postal Service will continue to participate in the FEB and FEA programs. Postal Service representatives on the boards and associations are encouraged to participate in committee work, fund drives, and similar activities of these groups, particularly in matters that directly affect the USPS interest or when the participation or that of the representative could make a significant contribution to the success of the effort.

.42 Examples of USPS Supported Policies. Examples of some FEB and FEA supported policies which the USPS also supports are:

a. Equal Employment Opportunity.

b. Consumer Protection.

c. Energy Conservation.

d. Community Relations.

e. Saving Bonds Drive.

f. Combined Federal Campaign.

414.5 Responsibilities

.51 Employee Relations Department

.511 Provides liaison at Headquarters level with the Federal Executive Board Secretariat in OMB.

.512 Coordinates the Postal Service's overall participation in FEB and FEA programs.

.52 Regional Postmasters General

.521 Designate an official to serve as regional coordinator for the overall coordination of FEB and FEA activities with the region.

.522 Select appropriate senior postal officials, especially postmasters or magistrates to serve as the USPS representatives and alternates on each of the various Federal Executive Boards and Federal Executive Associations within the region.

.523 Advise the Employee Relations Department promptly of:

a. The name and title of each postal region's Federal Executive Board and Federal Executive Association coordinator and of the name and title of the representative(s) and alternate(s) selected to represent the Service on each Board and each association within the region.

b. Any subsequent changes to this listing.

.53 Designated Representatives and Alternates

.531 Insure that the Postal Service is properly represented at regular board and association meetings.

.532 Keep their superiors and the regional coordinators informed of any significant developments within the FEB and FEA programs and advise them promptly of any potential conflicts between the demands of those ad hoc duties and their postal duties or between board or association policies and USPS policies.

.533 Actively explore ways in which board and association programs and postal programs may complement and reinforce one another and ways in which their board or association affiliations may afford opportunities to advise Government installation heads of how the USPS can assist them and how they can assist the Service.

.534 Make every effort to perform creditably any special assignments they agree to undertake on behalf of the board or the association.

.535 Coordinate and obtain prior approval of all direct expenditures for board or association participation from the regional coordinator.

Continued on p. 20

Continued from p. 5

Company	*Original date listed*
Koch Fuels, Inc., a compliance unit of Koch Refining Company P.O. Box 31 Gloucester City, New Jersey 08030	April 2, 1980
Church's Fried Chicken, Inc. P.O. Box BH001 San Antonio, Texas 78284	April 2, 1980
Monolith Portland Cement Co. P.O. Box 3303 Terminal Annex Suite 201 Glendale, California 91202	April 18, 1980
Dundee Cement Company and its subsidiary Santee Portland Cement Company P.O. Box 122 Dundee, Michigan 48131	May 2, 1980
Hyatt Hotels compliance unit of Hyatt Corporation (which includes all hotels owned or managed by the Hyatt Corporation) 9701 W. Higgins Road Rosemont, Illinois 60018	May 20, 1980
Air Conditioning and Refrigeration Contractors Association 870 Market Street San Francisco, California 94102	May 30, 1980
Industrial Contractors (UMIC. Inc.) P.O. Box 1005 Tiburon, California 94920	May 30, 1980
Plumbing Heating Piping Employers Council 36 Tiburon Blvd. Mill Valley, California 94941	May 30, 1980
Residential Plumbing and Mechanical Contractors of North California 1545 B Palos Verdes Mall Walnut Creek, California 94596	May 30, 1980
Santa Clara Valley Contractors Association 400 Reed Street Santa Clara, California 95050	May 30, 1980

This list supersedes the listing in POSTAL BULLETIN 21232 (2–14–80). *—Procurement & Supply Dept., 7–10–80.*

Address Correction Service by Photocopy

To correct a mailing list, the customer must be able to read all information on the postal label, including key codes, etc. Major mailers constantly receive photocopies of address corrections that are unusable not only because forwarding units place labels partially or completely over the sender's label or old address of the addressee, but also *because the photocopy is so poor it cannot be read.*

All forwarding units, either computerized or central markup, using a photocopier to provide the address correction service must verify the quality of the reproduction at least once every half hour. If the quality is such as to make the copy unreadable, call for photocopier maintenance.

Pieces of mail that reproduce poorly, because of reflection from the mailpiece or color of paper should be set aside and a Form 3547, *Notice to Mailer of Correction in Address,* should be completed.

If the photocopier produces a poor copy continuously, supervisors should notify their managers in writing so that the necessary action will be taken to have the machine repaired.*—Delivery Services Dept., 7–10–80.*

Modification Work Orders

From December 29, 1978 through June 14, 1980, the following Modification Work Orders were published and distributed by the Maintenance Technical Support Center, Office of Maintenance Management (MTSC/OMM):

Number	Subject	Distribution
MWO–5–80	AC Light Board Modification, ECBD–7–79.	Regional General Managers, Maintenance Management Divisions; MPLSM/ZMT/ESP Offices.
MWO–6–80	New Design MPLSM Console Pickoff Bushing, ECBD–4–78.	Regional General Managers, Maintenance Management Divisions; MPLSM/ZMT/ESP Offices.
MWO–7–80	Cancellation of MWO–3–79, MPLSM Guide Arm Assembly Modification.	Regional General Managers, Maintenance Management Divisions; District Offices; MPLSM/ZMT/ESP Offices.

—Engineering & Technical Support Dept.. 7–10–80.

Continued from p. 19

Expenditures are paid from a designated representative's office budget.

414.6 Feedback

.61 Regional Coordinators keep the RPMGs and the Employee Relations Department advised of any significant developments or problems in connection with board and association activities within the region.

.62 The Employee Relations Department initiates the actions necessary to resolve questions raised by the field regarding any aspect of the USPS participation in the programs.

.63 Within 60 days of the close of each fiscal year the APMG for Employee Relations will report to the Postmaster General on the significant activities in which the Postal Service participated in the activities of FEBs and FEAs, as well as any problems experienced.*—Employee & Labor Relations Group, 7–10–80.*

All Personnel Processing Mail for Dispatch Abroad

Foreign Order Notice 14

Keep all foreign order notices for use as reference.

A tentative *Lottery order* has been issued against:

CANADA

Vancouver, B.C.

Columbia Of Canada
1250 Homer Street

Columbia Of Canada
Box 23468, Vancouver AMF
and
Box 23468, Vancouver AMF

Burnaby, B.C.

Columbia Of Canada
P.O. Box 80007, 6025 Sussex
and
P.O. Box 80007, 6025 Sussex

IRELAND

Glenanail, Galway

Mrs. Moira Cronin
1 Crescent View

Dundrum, Dublin

Andrea Hinds
7 Ballinteer Dr.

Ballinteer, Dublin

James Heely
105 Broadford Rise

Blackrock, Co. Dublin

Jean Haley
125 Lakelands Close
Upper Kilmacud Rd.

Donnybrook, Dublin

Aimey Moore
5 Morehampton TCE.

Phibsboro, Dublin

Marion O'Hagan
63 Norfolk Rd.

Dublin

Mary Kuny
21 Larkfield Ave.

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to the Postmaster of New York, NY 10001, Attention: Claims, Inquiry and Undeliverable Mail, Room 4508. Do not place any endorsement on the mail pieces themselves.

FINAL ORDERS

Tentative *Lottery orders* against the following have become final: *Officer, 7-10-80.*

CANADA

Vancouver, B.C. V5W 3T1

Granada Of Canada
P.O. Box 67367—Station O

Vancouver, B.C. V5K4W3

Canadian National Services, Inc.
Box 69038—Station K
2411 East Pender St.

IRELAND

Dublin 8

Patricia Delaney
8 O'Donovan Road
South Circular Road

Tentative *False Representation order* against the following has become final:

BELGIUM

1170 Bruxelles

World Telex Directory
Rue Des Begonias 4

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all SCFs and designated International Exchange Offices.—*Judicial Officer, 7-10-80.*

All Post Offices

NDC Call-Ins

Effective immediately, the telephone transfer of funds will be in whole dollars. Section 344.24 of Handbook F-1, *Financial Handbook for Post Offices,* will be revised as follows:

.24 The amount in excess of the authorized minimum balance will be *called-in* to the NDC as prescribed in 344.3. The amount reported will be to the nearest whole dollar.—*Finance Dept., 7-10-80.*

Inventory Change Listings

The distribution of Inventory Change Listings for CAG D-K post offices prescribed by Handbooks F-26, *Property Accounting,* Section 362.21, and AS-701, *Supply Management,* Part 552, is being changed for FY '80 from an annual to a quarterly cycle effective June 13, 1980. This will provide uniform treatment of change listings for all postal installations in this fiscal year.

At the end of PQ III, FY '80, the St. Louis PDC will provide Inventory Change Listings of the transactions processed for CAG D-K offices as follows:

Region	*Transactions for the period*
Southern	6-16-79 through 6-13-80
Eastern	10-6-79 through 6-13-80
Northeast	12-29-79 through 6-13-80
Western	12-29-79 through 6-13-80
Central	3-22-80 through 6-13-80

CAG A-C/M-Z installations will receive Quarterly Change Listings for PQ III, FY '80 in the usual manner.

All installations other than CAG L will receive a Quarterly Change Listing at the end of PQ IV, FY '80 for the period of June 14, 1980, through October 3, 1980.

In FY 1981, Inventory Change Listings and 961-A Post Office Property Records will be provided each accounting period in order to provide postal installations with more current information. Further explanations of revisions and report changes related to the Personal Property Accounting System, will be published at a later date.—*Finance Dept., 7-10-80.*

ZIP CODE SPEEDS AND SIMPLIFIES MAIL HANDLING. ZIP CODE YOUR MAIL

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MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices, including Inspection Service Forms 577, should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below). Destroy PB 21252 listing. **B. Old Style.** (Gray). **C. Counterfeit.** The listing from PB 21240 remains valid for both B. and C.

165 705 7000 to 7999
206 493 4600 to 4799
206 793 5600 to 6499
208 287 8700 to 8899
209 728 2600 to 3099
210 868 4500 to 4699
211 238 0459 to 0999
211 436 5608 to 5699
213 578 4229 to 4399
213 822 5800 to 6299
215 538 0200 to 0499
216 678 6072 to 6999
217 210 7100 to 7299
217 241 5400 to 5799
217 268 2574 to 2699
217 667 3400 to 3599
217 672 4200 to 4599
217 902 4181 to 4299
218 755 4591 to 4699
220 350 0000 to 0999
221 371 4600 to 4999
221 626 2100 to 2299
221 661 5318 to 5499
222 224 8100 to 8499
222 536 2000 to 2299
224 206 6395 to 6499
224 554 9830 to 0399
225 268 1655 to 1799
225 711 9700 to 9999
225 712 0000 to 0999
225 767 2000 to 2299
227 097 4600 to 4699
227 254 9800 to 0099
227 611 4000 to 4599
228 660 5976 to 5999
229 117 4866 to 4999
229 346 9900 to 9999
229 434 3500 to 3599
229 531 9700 to 9899
229 563 1918 to 1999
229 576 1800 to 1899
230 406 2975 to 2999
230 826 8683 to 8799
231 126 6475 to 6499
231 147 0883 to 1499
231 525 7893 to 7999
231 651 8280 to 8299
232 295 7249 to 7599
232 319 6535 to 6599
232 426 6620 to 6699
232 665 0292 to 0399
233 262 7907 to 7999
233 407 5872 to 5899
233 516 6100 to 6199
233 638 1200 to 1799
234 031 6456 to 6999
234 064 8437 to 8499
234 261 4500 to 4599
234 431 3655 to 3699
234 500 2944 to 2999
234 659 4000 to 4199
234 659 8700 to 8999
234 742 1948 to 1999
234 802 1060 to 1199
234 997 1000 to 1599
235 254 2060 to 2099
235 439 6181 to 6299
235 644 7061 to 7099
235 925 8767 to 8799
236 145 5082 to 5099
236 388 4842 to 5099
236 467 6573 to 6599
236 566 2555 to 2599
236 576 9520 to 9599
236 755 8000 to 8099
236 937 5803 to 5999
236 941 5400 to 5499
237 413 7500 to 7599
237 423 4111 to 4199
237 457 5600 to 5699
237 457 5800 to 5899
237 574 8657 to 8799
237 702 6823 to 6899
237 702 6921 to 6999
238 165 7700 to 7799
238 169 7587 to 7599
238 377 4508 to 4599
238 377 4607 to 4699
238 586 3100 to 3299
239 199 0700 to 1099
239 204 9916 to 9999
239 481 4728 to 4799
239 549 7116 to 7499
239 575 2000 to 2199
239 596 4800 to 4999
239 640 5708 to 5728
239 724 1489 to 1499
239 985 7000 to 7499
240 042 3151 to 3169
240 108 6501 to 6599
240 252 6400 to 6899
240 256 2900 to 3199
240 559 4363 to 4399
240 639 3561 to 3599
240 855 7000 to 7099
240 901 5900 to 5999
241 081 9274 to 9299
241 224 7209 to 7299
241 685 5124 to 5199
241 694 1800 to 1899
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241 902 2600 to 2799
242 021 2262 to 2499
242 327 4984 to 4999
242 576 1609 to 1699
242 585 4155 to 4299
242 591 4500 to 4699
242 605 0000 to 0999
242 621 8314 to 8399
242 781 0789 to 0799
242 816 1337 to 1399
243 112 4109 to 4120
243 228 7200 to 7499
243 766 6730 to 6799
243 805 0000 to 0299
243 906 7800 to 8199
244 299 2000 to 2199
244 366 8800 to 8899
244 381 3024 to 3099
244 525 0719 to 0799
244 657 7700 to 7899
244 678 2333 to 2499
244 742 7748 to 7799
244 743 7100 to 7399
244 895 5575 to 5599
245 103 9300 to 9399
245 103 9400 to 9499
245 118 6754 to 6768
245 279 1420 to 1499
245 279 1510 to 1599
245 591 1626 to 1799
245 695 0346 to 0399
245 973 2677 to 2699
246 076 7300 to 7399
246 155 4048 to 4099
246 155 5000 to 5499
246 402 6511 to 6599
246 608 6300 to 6399
246 609 9545 to 9799
246 741 2082 to 2099
246 816 2600 to 2699
246 973 1372 to 1399
247 012 0500 to 0599
247 066 9300 to 9399
247 086 4200 to 4299
247 113 5635 to 5699
247 490 1960 to 1999
247 490 2086 to 2099
247 497 4000 to 4099
247 544 0200 to 0214
247 575 4400 to 4499
247 929 6417 to 6799
247 983 1511 to 1899
248 120 4322 to 4399
248 244 7246 to 7299
248 317 7624 to 7699
248 397 2163 to 2199
248 423 4864 to 4999
248 440 7916 to 7971
248 718 7317 to 7399
249 680 4872 to 4899
249 945 6900 to 6999
249 996 6000 to 6099
249 996 6300 to 6499
250 452 4971 to 4999
250 483 0600 to 0699
250 547 7046 to 7099
250 565 7029 to 7099
250 833 7200 to 7399
250 951 4340 to 4363
250 991 9778 to 9799
251 518 6281 to 6399
251 964 6056 to 6199
251 997 2913 to 2999
252 171 2041 to 2056
252 206 2101 to 2199
252 206 9532 to 9599
252 235 4400 to 4499
252 235 4581 to 4899
252 238 2299 to 2399
252 432 6988 to 6999
252 891 1159 to 1199
253 175 2670 to 2699
253 192 7311 to 7399
253 293 5931 to 5940
253 446 4033 to 4099
253 547 6013 to 6049
253 547 6054 to 6099
253 747 6924 to 6999
254 107 8590 to 8599
254 107 8913 to 8999
254 259 8867 to 8899
254 259 8951 to 9099
254 740 8408 to 8445
255 125 5568 to 5599
255 125 8500 to 8599
255 150 5300 to 5399
255 176 5373 to 5399
255 276 0949 to 0999
255 281 2647 to 2699
255 440 7800 to 7899
255 440 4900 to 4999
255 754 3621 to 3699
255 857 4749 to 4799
256 140 5400 to 5499
256 193 5100 to 5159
256 695 0525 to 0599
258 480 2600 to 2899
258 618 0254 to 0299
258 643 2765 to 2774
258 950 5217 to 5299
258 950 5433 to 5499
259 084 1386 to 1399
259 227 0000 to 1499
259 628 0936 to 0999
259 745 1300 to 1499
259 783 7821 to 7899
259 825 5819 to 5899
259 950 3053 to 3099
259 950 3300 to 3499
260 012 7441 to 7499
260 039 2699 to 2999
260 144 7415 to 7499
260 198 2856 to 2898
260 324 9000 to 9099
260 479 3500 to 3599
261 052 5271 to 5299
261 459 5800 to 5899
261 533 2067 to 2299
800 502 3000 to 3999
800 941 7900 to 7999
801 278 3600 to 3999
801 579 6056 to 6098
801 629 1900 to 1999
802 029 5199 to 8999
802 265 0575 to 1999
802 774 0000 to 4999

UNITED STATES POSTAL SERVICE
WASHINGTON, D.C. 20260
OFFICIAL BUSINESS

PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE, $300

U.S.MAIL

FIRST CLASS

Schedule. The Postal Bulletin is published every Thursday by the Directives and Forms Division of the U.S. Postal Service, Washington, DC 20260.

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Index. A quarterly index of Bulletin articles appears early in the months of January, April, July, and October.

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  - Superintendent of Documents
    U.S. Government Printing Office
    Washington, DC 20402
    - Single copy: $1.25; $1.60 foreign
    - Subscription: $50.00; $62.50 for foreign mailing
- Postal facilities:
  - For one time orders, send Form 7380 to the Eastern Area Supply Center.
  - To change quantity received, send Form 1286 to the Directives and Forms Division, giving justification.

For sale by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 - Price $1.25; $1.60 foreign (single copy).
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postal bulletin

PB 21254—July 17, 1980—24 Pages

Admittance of Guide Dogs

Poster 7, Rules and Regulations Governing Conduct on Postal Property, was issued in POSTAL BULLETIN 21241 (4–17–80). Item D (7) states the policy which allows admittance of guide dogs to postal property. The purpose of this article is to emphasize that the term *guide dogs* includes both dogs assisting blind and seeing impaired persons, *and* signal dogs assisting deaf and hearing impaired persons. Postal employees should be reminded to permit admittance to all guide dogs assisting seeing and hearing impaired persons.—*Real Estate & Buildings Dept., 7–17–80.*

Rural Routes—Special Equipment Maintenance Allowance Schedule

Under the provisions of Article 30.1.G.3, of the 1978 USPS–NRLCA *National Agreement*, rural carriers will be granted an additional 1¢ per mile increases in the equipment maintenance allowance (EMA) and a 40¢ increase in the minimum EMA rate.

In accordance with the above negotiated increase, the rural carrier EMA will be increased from 26.5¢ per mile, or major fraction of a mile, scheduled per day, or $10.60, whichever is greater, to 27.5¢ per mile, or major fraction of a mile, scheduled per day, or $11.00, whichever is greater.

Auxiliary Rural Assistants (Des. 78) and Auxiliary Rural Carriers (Des. 77) will be paid an EMA of 27.5¢ per mile or $3.35 per hour, whichever is greater, but not to exceed the amount provided for in the special chart for the route stops and miles.

The EMA Schedule on pages 5–6 of this POSTAL BULLETIN supersedes all previously published EMA schedules. The aforementioned changes in the EMA are effective July 19, 1980 (PP 16–80).—*Office of Compensation, 7–17–80.*

Pay Changes—Bargaining Units

Salary Schedules shown on pages 7–21.

A. Application. These instructions apply to employees covered by the 1978–1981 National Agreement or the USPS–NRLCA (National Rural Letter Carriers') Agreement, and to employees subject to collective bargaining agreements covering:

1. Mailbag depositories, repair centers, and supply centers.
2. Postal Data Centers.
3. Automatic Data Processing Centers.
4. Security Police Officers who are represented by the Federation of Postal Security Police, or the National Association of Postal Police Officers (NAPPO).
5. Mail Equipment Shop employees represented by the American Postal Workers Union/Mailhandlers Union, and the International Association of Machinists.

B. Provisions. Employees listed in A, above, will receive a pay increase on the date specified, and in an amount determined by the collective bargaining agreement covering the position to which assigned.

C. Salary Schedules.

1. Postal Service (PS). According to the provisions of the arbitrated settlement of the 1978–1981 National Agreement, the basic annual PS salary schedule, with proportional application to hourly rate schedules, for all grades and steps, will be increased $500 per annum, effective July 21, 1980 (PP 16–80).

2. Automatic Data Processing Center (ADPC). The basic annual salary schedule for ADPC employees, for all grades and steps, will be increased $500 per annum, effective July 21, 1980 (PP 16–80).

3. Rural Carrier Schedules. In accordance with the provisions of the 1978–1981 USPS–NRLCA *National Agreement*, the basic annual salary schedules will be increased, effective July 26, 1980 (PP 17–80), an additional 5% above the base annual salary schedules (including COLA) in effect as of July 20, 1978, with proportional adjustment to the heavy duty and hourly rate schedules. The Rural Carrier Mileage Schedule appears on pages 16–21 of this POSTAL BULLETIN. Rural Carrier Heavy Duty Annual Rate and 5, 5½, and 6-Day Substitute schedules appear on pages 11–15 of this BULLETIN.

D. Postal Data Center (PDC). In accordance with the provisions of the USPS–APWU agreement covering employees at the PDCs, the PDC Salary Schedule will be increased an additional 4% per annum above the base salary schedule (including COLA) in effect as of July 22, 1978. This new schedule is effective July 19, 1980 (PP 16–80).

E. Casual Employees. Casual employees are non-bargaining employees and will therefore be excluded from receiving the pay increases discussed in these instructions.

F. Effective Dates. All salary schedules shown in this BULLETIN are effective on the dates specified above and as shown on the applicable salary schedule(s).—*Office of Compensation, 7–17–80.*

DMM Revision

DMM Issue 2 Published

Issue 2 of the Domestic Mail Manual (DMM) has been published and is currently being distributed. It incorporates revisions to the DMM which have appeared in the POSTAL BULLETIN from the publication of DMM Issue 1 through April 17, 1980.—*Office of Management Services, 7–17–80.*

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P1.3:

15-Cent Coral Reefs Commemorative Stamps

Description. The 15-cent Coral Reefs commemorative stamps will be first placed on sale at Charlotte Amalie, VI 00801, on August 26, 1980. The block of stamps depicts underwater scenes featuring coral formations and tropical fish.

Do Not Sell Before August 27, 1980

Coral Reefs USA 15c
Brain Coral: U.S. Virgin Islands
Coral Reefs USA 15c
Elkhorn Coral: Florida
Coral Reefs USA 15c
Chalice Coral: American Samoa
Coral Reefs USA 15c
Finger Coral: Hawaii

Copyright U.S. Postal Service 1980

Size: 0.84 x 1.44 inches each.
Issued in sheets of 50.
Color: Gray, yellow, magenta, cyan, black tone and black line.
Marginal markings: Six plate numbers © United States Postal Service, 1980. Use correct ZIP Code, and Mr. ZIP.®
Designer: Chuck Ripper.

Collectors. First-day cover cancellations may be obtained by one of the following methods:

a. Customers Affixing Stamps. Customers are encouraged to purchase their stamps at their local post offices and affix them to their envelopes. All envelopes must be addressed. Peelable address labels are recommended and a filler card of postal card thickness should be inserted in each cover. Orders must be postmarked by September 10, 1980, and should be addressed to: First Day Cancellations, Postmaster, Charlotte Amalie, St. Thomas, VI 00801. No remittance is required.

b. Postal Service Affixing Stamps. Request first-day cancellations from: Coral Reefs Stamps, Postmaster, Charlotte Amalie, St. Thomas, VI 00801 (see POM 244.53). Requests must be postmarked no later than September 10, 1980. Remittance is required for the face value of each stamp.

Selected United States mint stamps will be available at the Philatelic Sales Division, Washington, DC 20265 beginning August 27, 1980.

Supply. All post offices under the automatic distribution system will receive an initial supply of this stamp. Before requisitioning additional stamps **(item 486),** consider that the stock should be depleted prior to October 26, 1980, at all post office outlets—except designated philatelic windows and postal stores.

Post offices with 950 or more revenue units requiring additional bulk quantities: immediately requisition on Form 3356, *Stamp Requisition—Bulk Quantities,* from the Bureau of Engraving and Printing.

All post offices requiring additional stamps in less than bulk quantities: requisition on separate Form 17, *Stamp Requisition,* from stamp distribution office.

Panels. A limited number of 8½ by 11¼-inch commemorative series stamp panels will only be available through mail order from the Philatelic Sales Branch, Washington, DC 20265. The panels are printed on heavy art paper suitable for mounting.—*Customer Services Dept., 7-17-80.*

Express Mail Labels

Effective immediately, all post offices where finance copies of Labels 11A, 11B, and 11C are kept, should establish a separate file for those receipts related to Federal Government mailings. The receipts must be retained for one year. Post Offices will be requested periodically to provide copies of various receipts to Headquarters. Therefore, it is recommended the file be established in a manner that will facilitate retrieval of all finance copies filed under a single control number for a specific quarter.

Receipts related to private sector mailings will continue to be held for four months.

This change in retention schedule will be included in a future revision to Handbook M-68, *Express Mail Service.—Customer Service Dept., 7-17-80.*

Keeping Cool

To help conserve America's precious energy supply, President Carter has urged that the Federal Government, the nation's largest single energy consumer, use minimum cooling in its buildings this summer.

But, there's no reason to be hot under the collar. Just think twice when you're dressing for work and after you arrive. These hints should be helpful in keeping yourself and your surroundings as comfortable as possible.

Yourself

Wear loose clothing made of fabrics, such as open-weave cottons, that *breathe.* The fewer and lighter the clothing layers, the cooler you will feel.

Take it easy and stay cool on the way to work and when you go out to lunch. Once you are overheated from rushing, you may be uncomfortable the rest of the day.

Your Office

Keep out sunlight by pulling down blinds and drawing drapes. Sunlight raises room temperature many degrees in a few minutes.

When the air-conditioning is on, keep your windows closed so you cool the office, not the outdoors.

Be sure air vents in your office are open, set for cooling, and free of boxes, books, and papers that could block air flow. Also check that a desk or bookcase isn't in front of a vent hindering air circulation through the room or area. If no air comes through the vents in your office, call the building manager.

Open doors to halls and other offices to encourage air flow. Moving air makes you feel cooler.

Turn off anything you can that gives off heat. Examples are lights, typewriters and calculators, and the office coffee pot.—*Employee & Labor Relations Group, 7-17-80.*

Wanted Circular Canceled

Destroy the wanted circular issued March 10, 1980, for postal offender Charles Emanuel Manns.—*Inspection Service, 7-17-80.*

VACANT REGULAR RURAL ROUTES LISTING NO. 80–32

The vacant rural routes listed below will be posted for bid in accordance with the USPS–NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this POSTAL BULLETIN. Those rural carriers having special bidding rights as defined in the USPS–NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
CENTRAL REGION					
Indiana	Elkhart	46514	01	41:60 (42H)	31.58
	Georgetown	47122	04	35:19 (35S)	30.05
	Hanover	47243	01	48:05 (44J)	60.55
	Mount Vernon	47620	01	43:33 (44H)	60.90
Kansas	Gaylord	67638	01	38:13 (38S)	126.40
	Norcatur	67653	01	33:08 (33S)	108.20
Kentucky	Owenton	40350	01	37:50 (38S)	91.80
	Richmond	40475	05	42:10 (42H)	67.05
	Bowling Green	42101	15	58:41 (48K)	19.35
	Russellville	42276	05	43:32 (44H)	58.30
Michigan	Sandusky	48471	01	46:26 (46H)	79.40
	Allegan	49010	04	46:24 (46H)	56.95
Missouri	Joplin	64801	04	41:39 (42H)	47.45
	Hartville	65667	01	42:47 (43H)	107.50
	Stotts City	65756	01	24:45 (25S)	60.07
	West Plains	65775	01	45:45 (46H)	96.40
Nebraska	Omaha	68108	35	45:11 (45H)	23.70
	Broken Row	68822	02	41:27 (41S)	84.00
	Artell	68024	01	41:01 (41S)	106.95
	McCook	69001	01	45:01 (45H)	94.30
	do	69001	03	44:30 (45H)	96.39
	Alliance	69301	01	45:06 (45H)	138.10
Ohio	Ravenna	44266	06	46:00 (46H)	50.45
Wisconsin	Stoughton	53589	02	41:36 (42H)	62.50
	Mishicot	54228	01	49:46 (45J)	60.55
EASTERN REGION					
Pennsylvania	Lake Lynn	15451	01	37:13 (37S)	45.60
West Virginia	Clarksburg	26301	04	47:02 (43J)	42.00
NORTHEAST REGION					
Massachusetts	Cummington	01026	01	33:22 (33S)	62.40
	Tyngsboro	01879	03	38:46 (39H)	26.06
New York	Carmel	10512	01	41:49 (42H)	27.75
WESTERN REGION					
Arizona	Sierra Vista	85635	01	41:50 (42H)	42.30
California	Topanga	90290	01	43:49 (44H)	18.90
	Perris	92370	07	38:38 (39S)	34.10
	do	92370	08	40:44 (41H)	32.40
	Manteca	95336	03	50:47 (42K)	47.10
Colorado	Fort Collins	80521	07	55:29 (46K)	25.40
Nevada	Reno	89510	15	41:23 (41H)	19.15
Oregon	Tillamook	97141	02	48:20 (41K)	59.65
	Harper	97906	01	13:38 (14S)	30.60
Washington	Kelso	98626	03	38:42 (39S)	48.85
	Richland	99352	05	41:40 (42H)	16.75

*The "Route Classification and Evaluation" published in this POSTAL BULLETIN may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

—*Labor Relations Dept., 7–17–80.*

SUBSTITUTE RURAL CARRIERS

This is to amend POSTAL BULLETIN 21229 (1–24–80). Postmasters are instructed to designate nonprobationary substitute rural carriers to all regular rural routes within their office. Such designation will be on Form 4240, *Rural Carrier Trip Report*. Consistent with the terms of the National Agreement, a substitute carrier may be appointed to one, but not more than three routes. Except in unusual circumstances, substitute rural carriers should work the sick leave coverage, annual leave coverage, relief day and coverage for extended absence or vacancies on the route(s) to which they have been assigned. Where more than one substitute has been trained for a route, the first opportunity to serve on the route should go to the substitute who normally works the route (i.e., the substitute designated by the postmaster for the route). If the regular substitute is not available, the postmaster should select another substitute who is qualified. The assignment of a substitute to up to three routes in no way relieves the regular carrier of leave planning as outlined in Article 10, Section 2, of the National Agreement.—*Delivery Services Dept., 7–17–80.*

BE SURE THAT PROPER POSTAGE IS PAID ON ALL LETTERS AND PACKAGES

POST OFFICE CHANGES NO. 23

(Supplemental to 1980 National ZIP Code and Post Office Directory.)

Abbreviations: B=Branch. C=City Delivery. Conv.=Converted. CPO=Community Post Office. Disc.=Discontinued. Estab.=Established. F=Finance. Fac.=Facility. I=Independent Post Office. IC=Independent City. MOU=Money Order Unit. MPO=Main Post Office. MR=Mailing Restrictions (from Part 125 DMM) apply. NP=Nonpersonnel. NZCD=National ZIP Code and Post Office Directory. P=Postal facility discontinued, name retained for address purposes. Resc.=Rescinded. S=Station. x=Classified. (Contract stations and branches do not have the symbol "x" following the symbol of type of installation.)
Symbols: (1)=Officially closed on date shown. Notice is for administrative record purposes. (2)=Officially established on date shown. Notice is for administrative record purposes. (3)=All services previously terminated. Date shown is official discontinued date for administrative purposes.

State	Name of post office	County/parish	Name of station, branch, or unit	Type S/B	ZIP Code	Change action	Effective date	Explanation of change
AR	Salus	Johnson		I	72861	Delete	8-22-80	PO disc. Change ZIP Code only. Continue address of Salus, AR (3).
AR	do	do		P	72854	Add	8-22-80	
CA	Mount Eden	Alameda		I	94557	Delete	9-5-80	PO conv. to Sx. Retain ZIP Code.
CA	Hayward	do	Mount Eden	Sx	94557	Add	9-5-80	
CA	San Francisco	San Francisco	APO 96315	B	96315	Delete	6-21-80	APO disc.
CT	Merrow	Tolland		I	06253	Delete	9-1-80	PO disc. Change ZIP Code only. Continue address of Merrow, CT (3).
CT	do	do		P	06251	Add	9-1-80	
GA	Danburg	Wilkes		I	30622	Delete	8-15-80	PO disc. Change ZIP Code only. Continue address of Danburg, GA (3).
GA	do	do		P	30668	Add	8-15-80	
GA	Juno	Dawson		I	30551	Delete	8-15-80	PO disc. Change ZIP Code only. Continue address of Juno, GA (3).
GA	do	do		P	30534	Add	8-15-80	
MO	Corso	Lincoln		I	63337	Delete	9-5-80	PO disc. Change ZIP Code only. Continue address of Corso, MO (1).
MO	do	do		P	63377	Add	9-6-80	
NE	Omaha	Douglas	Carter Lake [1]	P	51510	Add	5-24-80	ZIP Code estab. for address purpose to customers of Carter Lake, IA.
NY	Brooklyn	Kings	Neptune	S	11224	Delete	8-23-80	S conv. to Sx to correct NZCD. Retain ZIP Code.
NY	do	do	do	Sx	11224	Add	8-23-80	
NY	do	do	Spring Creek	S	11239	Delete	8-23-80	S conv. to Sx to correct NZCD. Retain ZIP Code.
NY	do	do	do	Sx	11239	Add	8-23-80	
NY	Bronx	Bronx	Einstein	Sx	10475	Add	3-10-80	Sx estab.
NY	New York	New York	APO 09030	B	09030	Change	6-18-80	MR=F.
NY	do	do	APO 09656	B	09656	Add	8-1-80	APO estab. MR=B-C-D-U.
NY	do	do	APO 09658	B	09658	Add	8-1-80	
NY	do	do	APO 09158	B	09158	Add	6-16-80	APO estab. MR=A.
OK	Altus	Jackson	Altus AFB	Bx	73521	Delete	1-1-80	Bx ZIP Code changed.
OK	do	do	do	Bx	73523	Add	1-1-80	
SC	Shoals Junction	Greenwood		I	29680	Delete	8-22-80	PO disc. Change ZIP Code only. Continue address of Shoals Junction, S.C. (3).
SC	do	do		P	29638	Add	8-22-80	
TX	Allen	Collin		I	75002	Add	9-6-80	C estab.
TX	Hempstead	Waller		I	77445	Add	6-28-80	Amend PB 21249 to correct PO name.

[1] Carter Lake, IA 51510 is located in Pottawahamie County, Iowa.

—*Delivery Services Dept., 7-17-80.*

International Mail—Lebanon

The Lebanese postal administration has advised that it will now accept uninsured air parcels weighing up to 10 pounds. Previously the Lebanese postal administration restricted the weight limit of parcels to 4 pounds.

Effective immediately, customers may mail uninsured *air* parcels to Lebanon weighing up to *10* pounds. The mailing conditions for parcel post prescribed in the country information entry for Lebanon in Appendix B, Publication 42, *International Mail,* remain applicable.

Service for ***postal union mail*** to Lebanon continues to be restricted to that specified in POSTAL BULLETIN 21236 (3-13-80).—*Rates & Classification Dept., 7-17-80.*

Processing Standard Forms 2809 and 2810

The Office of Personnel Management (OPM) has expressed concern regarding the delays in the submission of SFs 2809, *Health Benefits Registration Form,* and 2810, *Notice of Health Benefits Enrollment,* to the appropriate insurance carrier.

Delayed transmission of these enrollment forms may result in denial or difficulty in obtaining medical care and claim payment. Conversely, the delays may result in employees receiving benefits for which they are not entitled, which impacts unfavorably on premiums.

Postal installations are reminded to accurately prepare and promptly forward all SFs 2809 and 2810 to the appropriate postal data centers.

OPM regulations require that payroll offices transmit SFs 2809 and 2810 to the appropriate insurance carrier at least on a weekly basis.—*Employee Relations Dept., 7-17-80.*

International Mail—China

The postal service of the People's Republic of China has announced that effective immediately the following pork products may *not* be imported into China in any postal item: fresh pork, rind, bristles, hair, fresh or dried sausage, bacon, salt pork, smoked pork, ham or entrails.

In Publication 42, *International Mail,* make a write-in addition in Appendix B, Country Information for China, Parcel Post—Prohibitions and Restrictions, to reflect the prohibition of the articles listed above.

This information will be included in a future issue of the International Mail Manual.—*Rates & Classification Dept., 7-17-80.*

SPECIAL EQUIPMENT MAINTENANCE ALLOWANCE SCHEDULE - RURAL ROUTES
MAXIMUM NUMBER OF STOPS ON ROUTE
EFFECTIVE JULY 19, 1980 (PP16-80)

MILES	STOPS = *0260*	*0280*	*0300*	*0320*	*0340*	*0360*	*0380*	*0400*	*0420*	*0440*	*0460*	*0480*	*0500*	*0520*	*0540*	*0560*	*0580*	*0600*	*0620*
8						11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40
9					11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50
10				11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60
11			11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70
12		11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80
13	11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90
14	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00
15	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10
16	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20
17	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30
18	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40
19	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50
20	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60
21	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70
22	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80
23	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90
24	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00
25	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10
26	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20
27	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30
28	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40
29	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50
30	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60
31	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70
32	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80
33	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90
34	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00
35	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10
36	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20
37	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30
38	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40
39	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50
40	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60
41	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70
42	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80
43	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90
44	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00
45	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	
46	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00		
47	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00			
48	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00				
49	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00					
50	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00						
51	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00							
52	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00								
53	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00									
54	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00										
55	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00											
56		15.50	15.60	15.70	15.80	15.90	16.00												
57			15.70	15.80	15.90	16.00													
58					16.00														

SPECIAL EQUIPMENT MAINTENANCE ALLOWANCE SCHEDULE - RURAL ROUTES
MAXIMUM NUMBER OF STOPS ON ROUTE
EFFECTIVE JULY 19, 1980 (PP16-80)

MILES STOPS =	0640	0660	0680	0700	0720	0740	0760	0780	0800	0820	0840	0860	0880	0900	0920	0940	0960	0980	1000
8	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30
9	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40
10	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50
11	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60
12	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70
13	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80
14	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90
15	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00
16	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10
17	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20
18	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30
19	13.60	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40
20	13.70	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50
21	13.80	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60
22	13.90	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70
23	14.00	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80
24	14.10	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90
25	14.20	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00
26	14.30	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00	
27	14.40	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00		
28	14.50	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00			
29	14.60	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00				
30	14.70	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00					
31	14.80	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00						
32	14.90	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00							
33	15.00	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00								
34	15.10	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00									
35	15.20	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00										
36	15.30	15.40	15.50	15.60	15.70	15.80	15.90	16.00											
37	15.40	15.50	15.60	15.70	15.80	15.90	16.00												
38	15.50	15.60	15.70	15.80	15.90	16.00													
39	15.60	15.70	15.80	15.90	16.00														
40	15.70	15.80	15.90	16.00															
41	15.80	15.90	16.00																
42	15.90	16.00																	
43	16.00																		

POSTAL SERVICE SCHEDULE
FULL-TIME ANNUAL RATES
EFFECTIVE JULY 21, 1980 (PP16-80)

GRADE	STEPS	1	2	3	4	5	6	7	8	9	10	11	12	STEP INCR.
1	BASIC SALARY	13,400	13,578	13,756	13,934	14,112	14,290	14,468	14,646	14,824	15,002	15,180	15,358	178
	COLA	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	
	BASE SALARY	15,709	15,887	16,065	16,243	16,421	16,599	16,777	16,955	17,133	17,311	17,489	17,667	
2	BASIC SALARY	13,829	14,022	14,215	14,408	14,601	14,794	14,987	15,180	15,373	15,566	15,759	15,952	193
	COLA	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	
	BASE SALARY	16,138	16,331	16,524	16,717	16,910	17,103	17,296	17,489	17,682	17,875	18,068	18,261	
3	BASIC SALARY	14,296	14,504	14,712	14,920	15,128	15,336	15,544	15,752	15,960	16,168	16,376	16,584	208
	COLA	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	
	BASE SALARY	16,605	16,813	17,021	17,229	17,437	17,645	17,853	18,061	18,269	18,477	18,685	18,893	
4	BASIC SALARY	14,801	15,026	15,251	15,476	15,701	15,926	16,151	16,376	16,601	16,826	17,051	17,276	225
	COLA	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	
	BASE SALARY	17,110	17,335	17,560	17,785	18,010	18,235	18,460	18,685	18,910	19,135	19,360	19,585	
5	BASIC SALARY	15,349	15,591	15,833	16,075	16,317	16,559	16,801	17,043	17,285	17,527	17,769	18,011	242
	COLA	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	
	BASE SALARY	17,658	17,900	18,142	18,384	18,626	18,868	19,110	19,352	19,594	19,836	20,078	20,320	
6	BASIC SALARY	15,937	16,200	16,463	16,726	16,989	17,252	17,515	17,778	18,041	18,304	18,567	18,830	263
	COLA	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	
	BASE SALARY	18,246	18,509	18,772	19,035	19,298	19,561	19,824	20,087	20,350	20,613	20,876	21,139	
7	BASIC SALARY	16,577	16,860	17,143	17,426	17,709	17,992	18,275	18,558	18,841	19,124	19,407	19,690	283
	COLA	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	
	BASE SALARY	18,886	19,169	19,452	19,735	20,018	20,301	20,584	20,867	21,150	21,433	21,716	21,999	
8	BASIC SALARY	17,263	17,570	17,877	18,184	18,491	18,798	19,105	19,412	19,719	20,026	20,333		307
	COLA	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309		
	BASE SALARY	19,572	19,879	20,186	20,493	20,800	21,107	21,414	21,721	22,028	22,335	22,642		
9	BASIC SALARY	18,009	18,341	18,673	19,005	19,337	19,669	20,001	20,333	20,665	20,997			332
	COLA	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309			
	BASE SALARY	20,318	20,650	20,982	21,314	21,646	21,978	22,310	22,642	22,974	23,306			
10	BASIC SALARY	18,798	19,156	19,514	19,872	20,230	20,588	20,946	21,304	21,662	22,020			358
	COLA	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309			
	BASE SALARY	21,107	21,465	21,823	22,181	22,539	22,897	23,255	23,613	23,971	24,329			
11	BASIC SALARY	19,986	20,384	20,782	21,180	21,578	21,976	22,374	22,772	23,170	23,568			398
	COLA	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309			
	BASE SALARY	22,295	22,693	23,091	23,489	23,887	24,285	24,683	25,081	25,479	25,877			

RURAL AUXILIARY PAY SCHEDULE
ANNUAL RATES
EFFECTIVE JULY 26, 1980 (PP17-80)

Rate Schedule Code-B

GRADE	STEPS	1	2	3	4	5	6	7	8	9	10	11	12	STEP INCR.
3	BASIC SALARY	14,186	14,408	14,630	14,852	15,074	15,296	15,518	15,740	15,962	16,184	16,406	16,628	222
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE SALARY	15,101	15,323	15,545	15,767	15,989	16,211	16,433	16,655	16,877	17,099	17,321	17,543	
5	BASIC SALARY	15,308	15,567	15,826	16,085	16,344	16,603	16,862	17,121	17,380	17,639	17,898	18,157	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE SALARY	16,223	16,482	16,741	17,000	17,259	17,518	17,777	18,036	18,295	18,554	18,813	19,072	

RURAL AUXILIARY PAY SCHEDULE
HOURLY RATES
EFFECTIVE JULY 26, 1980 (PP17-80)

Rate Schedule Code-B

GRADE	STEPS	1	2	3	4	5	6	7	8	9	10	11	12
	BASIC	7.06	7.18	7.29	7.40	7.51	7.62	7.73	7.84	7.95	8.06	8.17	8.28
3	COLA	.44	.44	.44	.44	.44	.44	.44	.44	.44	.44	.44	.44
	BASE	7.50	7.62	7.73	7.84	7.95	8.06	8.17	8.28	8.39	8.50	8.61	8.72
	BASIC	7.62	7.75	7.88	8.01	8.14	8.27	8.40	8.53	8.66	8.78	8.91	9.04
5	COLA	.44	.44	.44	.44	.44	.44	.44	.44	.44	.44	.44	.44
	BASE	8.06	8.19	8.32	8.45	8.58	8.71	8.84	8.97	9.10	9.22	9.35	9.48

POSTAL SERVICE SCHEDULE
FLEXIBLE EMPLOYEES - HOURLY RATES
EFFECTIVE JULY 21, 1980 (PP16-80)

	Steps	1	2	3	4	5	6	7	8	9	10	11	12
	BASIC	6.67	6.76	6.85	6.94	7.03	7.12	7.21	7.29	7.38	7.47	7.56	7.65
1	COLA	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11
	BASE	7.78	7.87	7.96	8.05	8.14	8.23	8.32	8.40	8.49	8.58	8.67	8.76
	BASIC	6.89	6.98	7.08	7.18	7.27	7.37	7.46	7.56	7.66	7.75	7.85	7.94
2	COLA	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11
	BASE	8.00	8.09	8.19	8.29	8.38	8.48	8.57	8.67	8.77	8.86	8.96	9.05
	BASIC	7.12	7.22	7.33	7.43	7.53	7.64	7.74	7.84	7.95	8.05	8.16	8.26
3	COLA	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11
	BASE	8.23	8.33	8.44	8.54	8.64	8.75	8.85	8.95	9.06	9.16	9.27	9.37
	BASIC	7.37	7.48	7.60	7.71	7.82	7.93	8.04	8.16	8.27	8.38	8.49	8.60
4	COLA	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11
	BASE	8.48	8.59	8.71	8.82	8.93	9.04	9.15	9.27	9.38	9.49	9.60	9.71
	BASIC	7.64	7.76	7.88	8.01	8.13	8.25	8.37	8.49	8.61	8.73	8.85	8.97
5	COLA	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11
	BASE	8.75	8.87	8.99	9.12	9.24	9.36	9.48	9.60	9.72	9.84	9.96	10.08
	BASIC	7.94	8.07	8.20	8.33	8.46	8.59	8.72	8.85	8.98	9.12	9.25	9.38
6	COLA	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11
	BASE	9.05	9.18	9.31	9.44	9.57	9.70	9.83	9.96	10.09	10.23	10.36	10.49
	BASIC	8.26	8.40	8.54	8.68	8.82	8.96	9.10	9.24	9.38	9.52	9.66	9.81
7	COLA	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11
	BASE	9.37	9.51	9.65	9.79	9.93	10.07	10.21	10.35	10.49	10.63	10.77	10.92
	BASIC	8.60	8.75	8.90	9.06	9.21	9.36	9.51	9.67	9.82	9.97	10.13	
8	COLA	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	
	BASE	9.71	9.86	10.01	10.17	10.32	10.47	10.62	10.78	10.93	11.08	11.24	
	BASIC	8.97	9.13	9.30	9.46	9.63	9.80	9.96	10.13	10.29	10.46		
9	COLA	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11		
	BASE	10.08	10.24	10.41	10.57	10.74	10.91	11.07	11.24	11.40	11.57		
	BASIC	9.36	9.54	9.72	9.90	10.07	10.25	10.43	10.61	10.79	10.97		
10	COLA	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11		
	BASE	10.47	10.65	10.83	11.01	11.18	11.36	11.54	11.72	11.90	12.08		
	BASIC	9.95	10.15	10.35	10.55	10.75	10.94	11.14	11.34	11.54	11.74		
11	COLA	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11		
	BASE	11.06	11.26	11.46	11.66	11.86	12.05	12.25	12.45	12.65	12.85		

POSTAL SERVICE SCHEDULE
HOURLY RATE REGULARS
EFFECTIVE JULY 21, 1980 (PP16-80)

	Steps	1	2	3	4	5	6	7	8	9	10	11	12
	BASIC	6.44	6.53	6.61	6.70	6.78	6.87	6.96	7.04	7.13	7.21	7.30	7.38
1	COLA	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11
	BASE	7.55	7.64	7.72	7.81	7.89	7.98	8.07	8.15	8.24	8.32	8.41	8.49
	BASIC	6.65	6.74	6.83	6.93	7.02	7.11	7.21	7.30	7.39	7.48	7.58	7.67
2	COLA	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11
	BASE	7.76	7.85	7.94	8.04	8.13	8.22	8.32	8.41	8.50	8.59	8.69	8.78
	BASIC	6.87	6.97	7.07	7.17	7.27	7.37	7.47	7.57	7.67	7.77	7.87	7.97
3	COLA	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11
	BASE	7.98	8.08	8.18	8.28	8.38	8.48	8.58	8.68	8.78	8.88	8.98	9.08
	BASIC	7.12	7.22	7.33	7.44	7.55	7.66	7.76	7.87	7.98	8.09	8.20	8.31
4	COLA	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11
	BASE	8.23	8.33	8.44	8.55	8.66	8.77	8.87	8.98	9.09	9.20	9.31	9.42
	BASIC	7.38	7.50	7.61	7.73	7.84	7.96	8.08	8.19	8.31	8.43	8.54	8.66
5	COLA	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11
	BASE	8.49	8.61	8.72	8.84	8.95	9.07	9.19	9.30	9.42	9.54	9.65	9.77
	BASIC	7.66	7.79	7.91	8.04	8.17	8.29	8.42	8.55	8.67	8.80	8.93	9.05
6	COLA	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11
	BASE	8.77	8.90	9.02	9.15	9.28	9.40	9.53	9.66	9.78	9.91	10.04	10.16
	BASIC	7.97	8.11	8.24	8.38	8.51	8.65	8.79	8.92	9.06	9.19	9.33	9.47
7	COLA	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11
	BASE	9.08	9.22	9.35	9.49	9.62	9.76	9.90	10.03	10.17	10.30	10.44	10.58
	BASIC	8.30	8.45	8.59	8.74	8.89	9.04	9.19	9.33	9.48	9.63	9.78	
8	COLA	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	
	BASE	9.41	9.56	9.70	9.85	10.00	10.15	10.30	10.44	10.59	10.74	10.89	
	BASIC	8.66	8.82	8.98	9.14	9.30	9.46	9.62	9.78	9.94	10.09		
9	COLA	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11		
	BASE	9.77	9.93	10.09	10.25	10.41	10.57	10.73	10.89	11.05	11.20		
	BASIC	9.04	9.21	9.38	9.55	9.73	9.90	10.07	10.24	10.41	10.59		
10	COLA	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11		
	BASE	10.15	10.32	10.49	10.66	10.84	11.01	11.18	11.35	11.52	11.70		
	BASIC	9.61	9.80	9.99	10.18	10.37	10.57	10.76	10.95	11.14	11.33		
11	COLA	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11		
	BASE	10.72	10.91	11.10	11.29	11.48	11.68	11.87	12.06	12.25	12.44		

AUTOMATIC DATA PROCESSING CENTER SALARY SCHEDULE
FULL-TIME ANNUAL RATES
EFFECTIVE JULY 21, 1980 (PP16-80)

GRADE	STEPS	1	2	3	4	5	6	7	8	STEP INCR.
8	BASIC SALARY	13,511	13,911	14,311	14,711	15,111	15,511	15,911	16,311	400
	COLA	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	
	BASE SALARY	15,820	16,220	16,620	17,020	17,420	17,820	18,220	18,620	
9	BASIC SALARY	13,743	14,156	14,569	14,982	15,395	15,808	16,221	16,634	413
	COLA	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	
	BASE SALARY	16,052	16,465	16,878	17,291	17,704	18,117	18,530	18,943	
10	BASIC SALARY	14,016	14,443	14,870	15,297	15,724	16,151	16,578	17,005	427
	COLA	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	
	BASE SALARY	16,325	16,752	17,179	17,606	18,033	18,460	18,887	19,314	
11	BASIC SALARY	14,448	14,898	15,348	15,798	16,248	16,698	17,148	17,598	450
	COLA	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	
	BASE SALARY	16,757	17,207	17,657	18,107	18,557	19,007	19,457	19,907	
12	BASIC SALARY	14,863	15,324	15,785	16,246	16,707	17,168	17,629	18,090	461
	COLA	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	
	BASE SALARY	17,172	17,633	18,094	18,555	19,016	19,477	19,938	20,399	
13	BASIC SALARY	15,299	15,782	16,265	16,748	17,231	17,714	18,197	18,680	483
	COLA	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	
	BASE SALARY	17,608	18,091	18,574	19,057	19,540	20,023	20,506	20,989	
14	BASIC SALARY	15,834	16,340	16,846	17,352	17,858	18,364	18,870	19,376	506
	COLA	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	
	BASE SALARY	18,143	18,649	19,155	19,661	20,167	20,673	21,179	21,685	
15	BASIC SALARY	16,419	16,955	17,491	18,027	18,563	19,099	19,635	20,171	536
	COLA	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	
	BASE SALARY	18,728	19,264	19,800	20,336	20,872	21,408	21,944	22,480	
16	BASIC SALARY	17,069	17,640	18,211	18,782	19,353	19,924	20,495	21,066	571
	COLA	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	
	BASE SALARY	19,378	19,949	20,520	21,091	21,662	22,233	22,804	23,375	
17	BASIC SALARY	18,425	19,039	19,653	20,267	20,881	21,495	22,109	22,723	614
	COLA	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	
	BASE SALARY	20,734	21,348	21,962	22,576	23,190	23,804	24,418	25,032	
18	BASIC SALARY	19,378	20,030	20,682	21,334	21,986	22,638	23,290	23,942	652
	COLA	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	
	BASE SALARY	21,687	22,339	22,991	23,643	24,295	24,947	25,599	26,251	
19	BASIC SALARY	20,331	21,020	21,709	22,398	23,087	23,776	24,465	25,154	689
	COLA	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	
	BASE SALARY	22,640	23,329	24,018	24,707	25,396	26,085	26,774	27,463	
21	BASIC SALARY	22,442	23,336	24,230	25,124	26,018	26,912	27,806	28,700	894
	COLA	2,309	2,309	2,309	2,309	2,309	2,309	2,309	2,309	
	BASE SALARY	24,751	25,645	26,539	27,433	28,327	29,221	30,115	31,009	

POSTAL DATA CENTER SALARY SCHEDULE
FULL-TIME ANNUAL RATES
EFFECTIVE JULY 19, 1980 (PP16-80)

GRADE	STEP	1	2	3	4	5	6	7	8	STEP INCR.
6	BASIC SALARY	14,357	14,748	15,139	15,530	15,921	16,312	16,703	17,094	391
	COLA	1,155	1,155	1,155	1,155	1,155	1,155	1,155	1,155	
	BASE SALARY	15,512	15,903	16,294	16,685	17,076	17,467	17,858	18,249	
7	BASIC SALARY	14,526	14,926	15,326	15,726	16,126	16,526	16,926	17,326	400
	COLA	1,169	1,169	1,169	1,169	1,169	1,169	1,169	1,169	
	BASE SALARY	15,695	16,095	16,495	16,895	17,295	17,695	18,095	18,495	
8	BASIC SALARY	14,729	15,140	15,551	15,962	16,373	16,784	17,195	17,606	411
	COLA	1,185	1,185	1,185	1,185	1,185	1,185	1,185	1,185	
	BASE SALARY	15,914	16,325	16,736	17,147	17,558	17,969	18,380	18,791	
9	BASIC SALARY	14,967	15,392	15,817	16,242	16,667	17,092	17,517	17,942	425
	COLA	1,204	1,204	1,204	1,204	1,204	1,204	1,204	1,204	
	BASE SALARY	16,171	16,596	17,021	17,446	17,871	18,296	18,721	19,146	
10	BASIC SALARY	15,244	15,684	16,124	16,564	17,004	17,444	17,884	18,324	440
	COLA	1,226	1,226	1,226	1,226	1,226	1,226	1,226	1,226	
	BASE SALARY	16,470	16,910	17,350	17,790	18,230	18,670	19,110	19,550	
11	BASIC SALARY	15,566	16,024	16,482	16,940	17,398	17,856	18,314	18,772	458
	COLA	1,252	1,252	1,252	1,252	1,252	1,252	1,252	1,252	
	BASE SALARY	16,818	17,276	17,734	18,192	18,650	19,108	19,566	20,024	
12	BASIC SALARY	15,984	16,455	16,926	17,397	17,868	18,339	18,810	19,281	471
	COLA	1,286	1,286	1,286	1,286	1,286	1,286	1,286	1,286	
	BASE SALARY	17,270	17,741	18,212	18,683	19,154	19,625	20,096	20,567	
13	BASIC SALARY	16,431	16,923	17,415	17,907	18,399	18,891	19,383	19,875	492
	COLA	1,322	1,322	1,322	1,322	1,322	1,322	1,322	1,322	
	BASE SALARY	17,753	18,245	18,737	19,229	19,721	20,213	20,705	21,197	
14	BASIC SALARY	16,934	17,450	17,966	18,482	18,998	19,514	20,030	20,546	516
	COLA	1,362	1,362	1,362	1,362	1,362	1,362	1,362	1,362	
	BASE SALARY	18,296	18,812	19,328	19,844	20,360	20,876	21,392	21,908	
15	BASIC SALARY	17,476	18,046	18,616	19,186	19,756	20,326	20,896	21,466	570
	COLA	1,406	1,406	1,406	1,406	1,406	1,406	1,406	1,406	
	BASE SALARY	18,882	19,452	20,022	20,592	21,162	21,732	22,302	22,872	
16	BASIC SALARY	18,091	18,704	19,317	19,930	20,543	21,156	21,769	22,382	613
	COLA	1,455	1,455	1,455	1,455	1,455	1,455	1,455	1,455	
	BASE SALARY	19,546	20,159	20,772	21,385	21,998	22,611	23,224	23,837	
17	BASIC SALARY	18,799	19,457	20,115	20,773	21,431	22,089	22,747	23,405	658
	COLA	1,512	1,512	1,512	1,512	1,512	1,512	1,512	1,512	
	BASE SALARY	20,311	20,969	21,627	22,285	22,943	23,601	24,259	24,917	
18	BASIC SALARY	19,634	20,342	21,050	21,758	22,466	23,174	23,882	24,590	708
	COLA	1,579	1,579	1,579	1,579	1,579	1,579	1,579	1,579	
	BASE SALARY	21,213	21,921	22,629	23,337	24,045	24,753	25,461	26,169	
19	BASIC SALARY	20,582	21,344	22,106	22,868	23,630	24,392	25,154	25,916	762
	COLA	1,656	1,656	1,656	1,656	1,656	1,656	1,656	1,656	
	BASE SALARY	22,238	23,000	23,762	24,524	25,286	26,048	26,810	27,572	
20	BASIC SALARY	21,696	22,514	23,332	24,150	24,968	25,786	26,604	27,422	818
	COLA	1,745	1,745	1,745	1,745	1,745	1,745	1,745	1,745	
	BASE SALARY	23,441	24,259	25,077	25,895	26,713	27,531	28,349	29,167	
21	BASIC SALARY	22,963	23,845	24,727	25,609	26,491	27,373	28,255	29,137	882
	COLA	1,847	1,847	1,847	1,847	1,847	1,847	1,847	1,847	
	BASE SALARY	24,810	25,692	26,574	27,456	28,338	29,220	30,102	30,984	
22	BASIC SALARY	24,403	25,358	26,313	27,268	28,223	29,178	30,133	31,088	955
	COLA	1,963	1,963	1,963	1,963	1,963	1,963	1,963	1,963	
	BASE SALARY	26,366	27,321	28,276	29,231	30,186	31,141	32,096	33,051	

RURAL CARRIER EVALUATED (HEAVY DUTY) SCHEDULE

EFFECTIVE JULY 26, 1980 (PP17-80)

HOURS	STEPS	1	2	3	4	5	6	7	8	9	10	11	12	STEP INCR.
12	BASIC SALARY	4,592	4,670	4,748	4,826	4,904	4,982	5,060	5,138	5,216	5,294	5,372	5,450	78
	COLA	275	275	275	275	275	275	275	275	275	275	275	275	
	BASE SALARY	4,867	4,945	5,023	5,101	5,179	5,257	5,335	5,413	5,491	5,569	5,647	5,725	
13	BASIC SALARY	4,975	5,059	5,143	5,227	5,311	5,395	5,479	5,563	5,647	5,731	5,815	5,899	84
	COLA	297	297	297	297	297	297	297	297	297	297	297	297	
	BASE SALARY	5,272	5,356	5,440	5,524	5,608	5,692	5,776	5,860	5,944	6,028	6,112	6,196	
14	BASIC SALARY	5,358	5,449	5,540	5,631	5,722	5,813	5,904	5,995	6,086	6,177	6,268	6,359	91
	COLA	320	320	320	320	320	320	320	320	320	320	320	320	
	BASE SALARY	5,678	5,769	5,860	5,951	6,042	6,133	6,224	6,315	6,406	6,497	6,588	6,679	
15	BASIC SALARY	5,740	5,837	5,934	6,031	6,128	6,225	6,322	6,419	6,516	6,613	6,710	6,807	97
	COLA	343	343	343	343	343	343	343	343	343	343	343	343	
	BASE SALARY	6,083	6,180	6,277	6,374	6,471	6,568	6,665	6,762	6,859	6,956	7,053	7,150	
16	BASIC SALARY	6,123	6,227	6,331	6,435	6,539	6,643	6,747	6,851	6,955	7,059	7,163	7,267	104
	COLA	366	366	366	366	366	366	366	366	366	366	366	366	
	BASE SALARY	6,489	6,593	6,697	6,801	6,905	7,009	7,113	7,217	7,321	7,425	7,529	7,633	
17	BASIC SALARY	6,506	6,616	6,726	6,836	6,946	7,056	7,166	7,276	7,386	7,496	7,606	7,716	110
	COLA	389	389	389	389	389	389	389	389	389	389	389	389	
	BASE SALARY	6,895	7,005	7,115	7,225	7,335	7,445	7,555	7,665	7,775	7,885	7,995	8,105	
18	BASIC SALARY	6,889	7,006	7,123	7,240	7,357	7,474	7,591	7,708	7,825	7,942	8,059	8,176	117
	COLA	412	412	412	412	412	412	412	412	412	412	412	412	
	BASE SALARY	7,301	7,418	7,535	7,652	7,769	7,886	8,003	8,120	8,237	8,354	8,471	8,588	
19	BASIC SALARY	7,271	7,394	7,517	7,640	7,763	7,886	8,009	8,132	8,255	8,378	8,501	8,624	123
	COLA	435	435	435	435	435	435	435	435	435	435	435	435	
	BASE SALARY	7,706	7,829	7,952	8,075	8,198	8,321	8,444	8,567	8,690	8,813	8,936	9,059	
20	BASIC SALARY	7,654	7,784	7,914	8,044	8,174	8,304	8,434	8,564	8,694	8,824	8,954	9,084	130
	COLA	458	458	458	458	458	458	458	458	458	458	458	458	
	BASE SALARY	8,112	8,242	8,372	8,502	8,632	8,762	8,892	9,022	9,152	9,282	9,412	9,542	
21	BASIC SALARY	8,037	8,173	8,309	8,445	8,581	8,717	8,853	8,989	9,125	9,261	9,397	9,533	136
	COLA	480	480	480	480	480	480	480	480	480	480	480	480	
	BASE SALARY	8,517	8,653	8,789	8,925	9,061	9,197	9,333	9,469	9,605	9,741	9,877	10,013	
22	BASIC SALARY	8,419	8,562	8,705	8,848	8,991	9,134	9,277	9,420	9,563	9,706	9,849	9,992	143
	COLA	503	503	503	503	503	503	503	503	503	503	503	503	
	BASE SALARY	8,922	9,065	9,208	9,351	9,494	9,637	9,780	9,923	10,066	10,209	10,352	10,495	
23	BASIC SALARY	8,802	8,951	9,100	9,249	9,398	9,547	9,696	9,845	9,994	10,143	10,292	10,441	149
	COLA	526	526	526	526	526	526	526	526	526	526	526	526	
	BASE SALARY	9,328	9,477	9,626	9,775	9,924	10,073	10,222	10,371	10,520	10,669	10,818	10,967	
24	BASIC SALARY	9,185	9,341	9,497	9,653	9,809	9,965	10,121	10,277	10,433	10,589	10,745	10,901	156
	COLA	549	549	549	549	549	549	549	549	549	549	549	549	
	BASE SALARY	9,734	9,890	10,046	10,202	10,358	10,514	10,670	10,826	10,982	11,138	11,294	11,450	
25	BASIC SALARY	9,567	9,729	9,891	10,053	10,215	10,377	10,539	10,701	10,863	11,025	11,187	11,349	162
	COLA	572	572	572	572	572	572	572	572	572	572	572	572	
	BASE SALARY	10,139	10,301	10,463	10,625	10,787	10,949	11,111	11,273	11,435	11,597	11,759	11,921	
26	BASIC SALARY	9,950	10,119	10,288	10,457	10,626	10,795	10,964	11,133	11,302	11,471	11,640	11,809	169
	COLA	595	595	595	595	595	595	595	595	595	595	595	595	
	BASE SALARY	10,545	10,714	10,883	11,052	11,221	11,390	11,559	11,728	11,897	12,066	12,235	12,404	
27	BASIC SALARY	10,333	10,508	10,683	10,858	11,033	11,208	11,383	11,558	11,733	11,908	12,083	12,258	175
	COLA	618	618	618	618	618	618	618	618	618	618	618	618	
	BASE SALARY	10,951	11,126	11,301	11,476	11,651	11,826	12,001	12,176	12,351	12,526	12,701	12,876	
28	BASIC SALARY	10,716	10,898	11,080	11,262	11,444	11,626	11,808	11,990	12,172	12,354	12,536	12,718	182
	COLA	641	641	641	641	641	641	641	641	641	641	641	641	
	BASE SALARY	11,357	11,539	11,721	11,903	12,085	12,267	12,449	12,631	12,813	12,995	13,177	13,359	
29	BASIC SALARY	11,098	11,286	11,474	11,662	11,850	12,038	12,226	12,414	12,602	12,790	12,978	13,166	188
	COLA	664	664	664	664	664	664	664	664	664	664	664	664	
	BASE SALARY	11,762	11,950	12,138	12,326	12,514	12,702	12,890	13,078	13,266	13,454	13,642	13,830	
30	BASIC SALARY	11,481	11,675	11,869	12,063	12,257	12,451	12,645	12,839	13,033	13,227	13,421	13,615	194
	COLA	686	686	686	686	686	686	686	686	686	686	686	686	
	BASE SALARY	12,167	12,361	12,555	12,749	12,943	13,137	13,331	13,525	13,719	13,913	14,107	14,301	
31	BASIC SALARY	11,864	12,065	12,266	12,467	12,668	12,869	13,070	13,271	13,472	13,673	13,874	14,075	201
	COLA	709	709	709	709	709	709	709	709	709	709	709	709	
	BASE SALARY	12,573	12,774	12,975	13,176	13,377	13,578	13,779	13,980	14,181	14,382	14,583	14,784	

RURAL CARRIER EVALUATED (HEAVY DUTY) SCHEDULE

EFFECTIVE JULY 26, 1980 (PP17-80)

HOURS	STEPS	1	2	3	4	5	6	7	8	9	10	11	12	STEP INCR.
32	BASIC SALARY	12,246	12,453	12,660	12,867	13,074	13,281	13,488	13,695	13,902	14,109	14,316	14,523	207
	COLA	732	732	732	732	732	732	732	732	732	732	732	732	
	BASE SALARY	12,978	13,185	13,392	13,599	13,806	14,013	14,220	14,427	14,634	14,841	15,048	15,255	
33	BASIC SALARY	12,629	12,843	13,057	13,271	13,485	13,699	13,913	14,127	14,341	14,555	14,769	14,983	214
	COLA	755	755	755	755	755	755	755	755	755	755	755	755	
	BASE SALARY	13,384	13,598	13,812	14,026	14,240	14,454	14,668	14,882	15,096	15,310	15,524	15,738	
34	BASIC SALARY	13,012	13,232	13,452	13,672	13,892	14,112	14,332	14,552	14,772	14,992	15,212	15,432	220
	COLA	778	778	778	778	778	778	778	778	778	778	778	778	
	BASE SALARY	13,790	14,010	14,230	14,450	14,670	14,890	15,110	15,330	15,550	15,770	15,990	16,210	
35	BASIC SALARY	13,394	13,621	13,848	14,075	14,302	14,529	14,756	14,983	15,210	15,437	15,664	15,891	227
	COLA	801	801	801	801	801	801	801	801	801	801	801	801	
	BASE SALARY	14,195	14,422	14,649	14,876	15,103	15,330	15,557	15,784	16,011	16,238	16,465	16,692	
36	BASIC SALARY	13,777	14,010	14,243	14,476	14,709	14,942	15,175	15,408	15,641	15,874	16,107	16,340	233
	COLA	824	824	824	824	824	824	824	824	824	824	824	824	
	BASE SALARY	14,601	14,834	15,067	15,300	15,533	15,766	15,999	16,232	16,465	16,698	16,931	17,164	
37	BASIC SALARY	14,160	14,400	14,640	14,880	15,120	15,360	15,600	15,840	16,080	16,320	16,560	16,800	240
	COLA	847	847	847	847	847	847	847	847	847	847	847	847	
	BASE SALARY	15,007	15,247	15,487	15,727	15,967	16,207	16,447	16,687	16,927	17,167	17,407	17,647	
38	BASIC SALARY	14,543	14,789	15,035	15,281	15,527	15,773	16,019	16,265	16,511	16,757	17,003	17,249	246
	COLA	869	869	869	869	869	869	869	869	869	869	869	869	
	BASE SALARY	15,412	15,658	15,904	16,150	16,396	16,642	16,888	17,134	17,380	17,626	17,872	18,118	
39	BASIC SALARY	14,925	15,177	15,429	15,681	15,933	16,185	16,437	16,689	16,941	17,193	17,445	17,697	252
	COLA	892	892	892	892	892	892	892	892	892	892	892	892	
	BASE SALARY	15,817	16,069	16,321	16,573	16,825	17,077	17,329	17,581	17,833	18,085	18,337	18,589	
40	BASIC SALARY	15,308	15,567	15,826	16,085	16,344	16,603	16,862	17,121	17,380	17,639	17,898	18,157	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE SALARY	16,223	16,482	16,741	17,000	17,259	17,518	17,777	18,036	18,295	18,554	18,813	19,072	
41	BASIC SALARY	15,882	16,151	16,420	16,689	16,958	17,227	17,496	17,765	18,034	18,303	18,572	18,841	269
	COLA	950	950	950	950	950	950	950	950	950	950	950	950	
	BASE SALARY	16,832	17,101	17,370	17,639	17,908	18,177	18,446	18,715	18,984	19,253	19,522	19,791	
42	BASIC SALARY	16,456	16,734	17,012	17,290	17,568	17,846	18,124	18,402	18,680	18,958	19,236	19,514	278
	COLA	984	984	984	984	984	984	984	984	984	984	984	984	
	BASE SALARY	17,440	17,718	17,996	18,274	18,552	18,830	19,108	19,386	19,664	19,942	20,220	20,498	
43	BASIC SALARY	17,030	17,318	17,606	17,894	18,182	18,470	18,758	19,046	19,334	19,622	19,910	20,198	288
	COLA	1,018	1,018	1,018	1,018	1,018	1,018	1,018	1,018	1,018	1,018	1,018	1,018	
	BASE SALARY	18,048	18,336	18,624	18,912	19,200	19,488	19,776	20,064	20,352	20,640	20,928	21,216	
44	BASIC SALARY	17,604	17,902	18,200	18,498	18,796	19,094	19,392	19,690	19,988	20,286	20,584	20,882	298
	COLA	1,052	1,052	1,052	1,052	1,052	1,052	1,052	1,052	1,052	1,052	1,052	1,052	
	BASE SALARY	18,656	18,954	19,252	19,550	19,848	20,146	20,444	20,742	21,040	21,338	21,636	21,934	
45	BASIC SALARY	18,178	18,485	18,792	19,099	19,406	19,713	20,020	20,327	20,634	20,941	21,248	21,555	307
	COLA	1,087	1,087	1,087	1,087	1,087	1,087	1,087	1,087	1,087	1,087	1,087	1,087	
	BASE SALARY	19,265	19,572	19,879	20,186	20,493	20,800	21,107	21,414	21,721	22,028	22,335	22,642	
46	BASIC SALARY	18,752	19,069	19,386	19,703	20,020	20,337	20,654	20,971	21,288	21,605	21,922	22,239	317
	COLA	1,121	1,121	1,121	1,121	1,121	1,121	1,121	1,121	1,121	1,121	1,121	1,121	
	BASE SALARY	19,873	20,190	20,507	20,824	21,141	21,458	21,775	22,092	22,409	22,726	23,043	23,360	
47	BASIC SALARY	19,326	19,653	19,980	20,307	20,634	20,961	21,288	21,615	21,942	22,269	22,596	22,923	327
	COLA	1,155	1,155	1,155	1,155	1,155	1,155	1,155	1,155	1,155	1,155	1,155	1,155	
	BASE SALARY	20,481	20,808	21,135	21,462	21,789	22,116	22,443	22,770	23,097	23,424	23,751	24,078	
48	BASIC SALARY	19,900	20,237	20,574	20,911	21,248	21,585	21,922	22,259	22,596	22,933	23,270	23,607	337
	COLA	1,190	1,190	1,190	1,190	1,190	1,190	1,190	1,190	1,190	1,190	1,190	1,190	
	BASE SALARY	21,090	21,427	21,764	22,101	22,438	22,775	23,112	23,449	23,786	24,123	24,460	24,797	

SUBSTITUTE RURAL CARRIER
6 DAY EVALUATED (HEAVY DUTY) SCHEDULE
EFFECTIVE JULY 26, 1980 (PP17-80)

		1	2	3	4	5	6	7	8	9	10	11	12
12	BASIC	15.16	15.41	15.67	15.93	16.18	16.44	16.70	16.96	17.21	17.47	17.73	17.99
	COLA	.91	.91	.91	.91	.91	.91	.91	.91	.91	.91	.91	.91
	BASE	16.07	16.32	16.58	16.84	17.09	17.35	17.61	17.87	18.12	18.38	18.64	18.90
13	BASIC	16.42	16.70	16.98	17.26	17.54	17.82	18.10	18.38	18.66	18.94	19.22	19.50
	COLA	.98	.98	.98	.98	.98	.98	.98	.98	.98	.98	.98	.98
	BASE	17.40	17.68	17.96	18.24	18.52	18.80	19.08	19.36	19.64	19.92	20.20	20.48
14	BASIC	17.68	17.98	18.28	18.58	18.88	19.18	19.48	19.79	20.09	20.39	20.69	20.99
	COLA	1.06	1.06	1.06	1.06	1.06	1.06	1.06	1.06	1.06	1.06	1.06	1.06
	BASE	18.74	19.04	19.34	19.64	19.94	20.24	20.54	20.85	21.15	21.45	21.75	22.05
15	BASIC	18.95	19.27	19.59	19.91	20.23	20.55	20.87	21.19	21.51	21.83	22.15	22.47
	COLA	1.13	1.13	1.13	1.13	1.13	1.13	1.13	1.13	1.13	1.13	1.13	1.13
	BASE	20.08	20.40	20.72	21.04	21.36	21.68	22.00	22.32	22.64	22.96	23.28	23.60
16	BASIC	20.21	20.55	20.89	21.24	21.58	21.92	22.27	22.61	22.95	23.30	23.64	23.98
	COLA	1.21	1.21	1.21	1.21	1.21	1.21	1.21	1.21	1.21	1.21	1.21	1.21
	BASE	21.42	21.76	22.10	22.45	22.79	23.13	23.48	23.82	24.16	24.51	24.85	25.19
17	BASIC	21.47	21.84	22.20	22.56	22.92	23.29	23.65	24.01	24.38	24.74	25.10	25.47
	COLA	1.28	1.28	1.28	1.28	1.28	1.28	1.28	1.28	1.28	1.28	1.28	1.28
	BASE	22.75	23.12	23.48	23.84	24.20	24.57	24.93	25.29	25.66	26.02	26.38	26.75
18	BASIC	22.74	23.12	23.51	23.89	24.28	24.67	25.05	25.44	25.82	26.21	26.60	26.98
	COLA	1.36	1.36	1.36	1.36	1.36	1.36	1.36	1.36	1.36	1.36	1.36	1.36
	BASE	24.10	24.48	24.87	25.25	25.64	26.03	26.41	26.80	27.18	27.57	27.96	28.34
19	BASIC	24.00	24.40	24.81	25.21	25.62	26.03	26.43	26.84	27.24	27.65	28.06	28.46
	COLA	1.44	1.44	1.44	1.44	1.44	1.44	1.44	1.44	1.44	1.44	1.44	1.44
	BASE	25.44	25.84	26.25	26.65	27.06	27.47	27.87	28.28	28.68	29.09	29.50	29.90
20	BASIC	25.26	25.69	26.12	26.55	26.98	27.41	27.84	28.26	28.69	29.12	29.55	29.98
	COLA	1.51	1.51	1.51	1.51	1.51	1.51	1.51	1.51	1.51	1.51	1.51	1.51
	BASE	26.77	27.20	27.63	28.06	28.49	28.92	29.35	29.77	30.20	30.63	31.06	31.49
21	BASIC	26.52	26.97	27.42	27.87	28.32	28.77	29.22	29.67	30.12	30.56	31.01	31.46
	COLA	1.58	1.58	1.58	1.58	1.58	1.58	1.58	1.58	1.58	1.58	1.58	1.58
	BASE	28.10	28.55	29.00	29.45	29.90	30.35	30.80	31.25	31.70	32.14	32.59	33.04
22	BASIC	27.79	28.26	28.73	29.20	29.67	30.15	30.62	31.09	31.56	32.03	32.50	32.98
	COLA	1.66	1.66	1.66	1.66	1.66	1.66	1.66	1.66	1.66	1.66	1.66	1.66
	BASE	29.45	29.92	30.39	30.86	31.33	31.81	32.28	32.75	33.22	33.69	34.16	34.64
23	BASIC	29.05	29.54	30.03	30.52	31.02	31.51	32.00	32.49	32.98	33.48	33.97	34.46
	COLA	1.74	1.74	1.74	1.74	1.74	1.74	1.74	1.74	1.74	1.74	1.74	1.74
	BASE	30.79	31.28	31.77	32.26	32.76	33.25	33.74	34.23	34.72	35.22	35.71	36.20
24	BASIC	30.31	30.83	31.34	31.86	32.37	32.89	33.40	33.92	34.43	34.95	35.46	35.98
	COLA	1.81	1.81	1.81	1.81	1.81	1.81	1.81	1.81	1.81	1.81	1.81	1.81
	BASE	32.12	32.64	33.15	33.67	34.18	34.70	35.21	35.73	36.24	36.76	37.27	37.79
25	BASIC	31.58	32.11	32.65	33.18	33.72	34.25	34.79	35.32	35.85	36.39	36.92	37.46
	COLA	1.89	1.89	1.89	1.89	1.89	1.89	1.89	1.89	1.89	1.89	1.89	1.89
	BASE	33.47	34.00	34.54	35.07	35.61	36.14	36.68	37.21	37.74	38.28	38.81	39.35
26	BASIC	32.84	33.40	33.95	34.51	35.07	35.63	36.18	36.74	37.30	37.86	38.42	38.97
	COLA	1.96	1.96	1.96	1.96	1.96	1.96	1.96	1.96	1.96	1.96	1.96	1.96
	BASE	34.80	35.36	35.91	36.47	37.03	37.59	38.14	38.70	39.26	39.82	40.38	40.93
27	BASIC	34.10	34.68	35.26	35.84	36.41	36.99	37.57	38.15	38.72	39.30	39.88	40.46
	COLA	2.04	2.04	2.04	2.04	2.04	2.04	2.04	2.04	2.04	2.04	2.04	2.04
	BASE	36.14	36.72	37.30	37.88	38.45	39.03	39.61	40.19	40.76	41.34	41.92	42.50
28	BASIC	35.37	35.96	36.56	37.16	37.76	38.35	38.95	39.55	40.15	40.74	41.34	41.94
	COLA	2.12	2.12	2.12	2.12	2.12	2.12	2.12	2.12	2.12	2.12	2.12	2.12
	BASE	37.49	38.08	38.68	39.28	39.88	40.47	41.07	41.67	42.27	42.86	43.46	44.06
29	BASIC	36.63	37.25	37.87	38.49	39.11	39.73	40.35	40.97	41.59	42.21	42.83	43.45
	COLA	2.19	2.19	2.19	2.19	2.19	2.19	2.19	2.19	2.19	2.19	2.19	2.19
	BASE	38.82	39.44	40.06	40.68	41.30	41.92	42.54	43.16	43.78	44.40	45.02	45.64

SUBSTITUTE RURAL CARRIER
6 DAY EVALUATED (HEAVY DUTY) SCHEDULE
EFFECTIVE JULY 26, 1980 (PP17-80)

		1	2	3	4	5	6	7	8	9	10	11	12
30	BASIC	37.89	38.53	39.17	39.81	40.45	41.09	41.73	42.37	43.01	43.65	44.29	44.93
	COLA	2.26	2.26	2.26	2.26	2.26	2.26	2.26	2.26	2.26	2.26	2.26	2.26
	BASE	40.15	40.79	41.43	42.07	42.71	43.35	43.99	44.63	45.27	45.91	46.55	47.19
31	BASIC	39.16	39.82	40.48	41.15	41.81	42.47	43.14	43.80	44.46	45.13	45.79	46.45
	COLA	2.34	2.34	2.34	2.34	2.34	2.34	2.34	2.34	2.34	2.34	2.34	2.34
	BASE	41.50	42.16	42.82	43.49	44.15	44.81	45.48	46.14	46.80	47.47	48.13	48.79
32	BASIC	40.42	41.10	41.78	42.47	43.15	43.83	44.52	45.20	45.88	46.56	47.25	47.93
	COLA	2.42	2.42	2.42	2.42	2.42	2.42	2.42	2.42	2.42	2.42	2.42	2.42
	BASE	42.84	43.52	44.20	44.89	45.57	46.25	46.94	47.62	48.30	48.98	49.67	50.35
33	BASIC	41.68	42.39	43.09	43.80	44.50	45.21	45.92	46.62	47.33	48.04	48.74	49.45
	COLA	2.49	2.49	2.49	2.49	2.49	2.49	2.49	2.49	2.49	2.49	2.49	2.49
	BASE	44.17	44.88	45.58	46.29	46.99	47.70	48.41	49.11	49.82	50.53	51.23	51.94
34	BASIC	42.94	43.67	44.40	45.12	45.85	46.57	47.30	48.03	48.75	49.48	50.20	50.93
	COLA	2.57	2.57	2.57	2.57	2.57	2.57	2.57	2.57	2.57	2.57	2.57	2.57
	BASE	45.51	46.24	46.97	47.69	48.42	49.14	49.87	50.60	51.32	52.05	52.77	53.50
35	BASIC	44.21	44.96	45.71	46.46	47.20	47.95	48.70	49.45	50.20	50.95	51.70	52.45
	COLA	2.64	2.64	2.64	2.64	2.64	2.64	2.64	2.64	2.64	2.64	2.64	2.64
	BASE	46.85	47.60	48.35	49.10	49.84	50.59	51.34	52.09	52.84	53.59	54.34	55.09
36	BASIC	45.47	46.24	47.01	47.78	48.54	49.31	50.08	50.85	51.62	52.39	53.16	53.93
	COLA	2.72	2.72	2.72	2.72	2.72	2.72	2.72	2.72	2.72	2.72	2.72	2.72
	BASE	48.19	48.96	49.73	50.50	51.26	52.03	52.80	53.57	54.34	55.11	55.88	56.65
37	BASIC	46.73	47.52	48.32	49.11	49.90	50.69	51.48	52.28	53.07	53.86	54.65	55.45
	COLA	2.80	2.80	2.80	2.80	2.80	2.80	2.80	2.80	2.80	2.80	2.80	2.80
	BASE	49.53	50.32	51.12	51.91	52.70	53.49	54.28	55.08	55.87	56.66	57.45	58.25
38	BASIC	48.00	48.81	49.62	50.43	51.24	52.06	52.87	53.68	54.49	55.30	56.12	56.93
	COLA	2.87	2.87	2.87	2.87	2.87	2.87	2.87	2.87	2.87	2.87	2.87	2.87
	BASE	50.87	51.68	52.49	53.30	54.11	54.93	55.74	56.55	57.36	58.17	58.99	59.80
39	BASIC	49.26	50.09	50.93	51.76	52.60	53.43	54.27	55.10	55.94	56.77	57.61	58.44
	COLA	2.94	2.94	2.94	2.94	2.94	2.94	2.94	2.94	2.94	2.94	2.94	2.94
	BASE	52.20	53.03	53.87	54.70	55.54	56.37	57.21	58.04	58.88	59.71	60.55	61.38
40	BASIC	50.52	51.38	52.23	53.09	53.94	54.80	55.65	56.50	57.36	58.21	59.07	59.92
	COLA	3.02	3.02	3.02	3.02	3.02	3.02	3.02	3.02	3.02	3.02	3.02	3.02
	BASE	53.54	54.40	55.25	56.11	56.96	57.82	58.67	59.52	60.38	61.23	62.09	62.94
41	BASIC	52.42	53.30	54.19	55.08	55.97	56.85	57.74	58.63	59.52	60.41	61.29	62.18
	COLA	3.14	3.14	3.14	3.14	3.14	3.14	3.14	3.14	3.14	3.14	3.14	3.14
	BASE	55.56	56.44	57.33	58.22	59.11	59.99	60.88	61.77	62.66	63.55	64.43	65.32
42	BASIC	54.31	55.23	56.15	57.06	57.98	58.90	59.82	60.73	61.65	62.57	63.48	64.40
	COLA	3.25	3.25	3.25	3.25	3.25	3.25	3.25	3.25	3.25	3.25	3.25	3.25
	BASE	57.56	58.48	59.40	60.31	61.23	62.15	63.07	63.98	64.90	65.82	66.73	67.65
43	BASIC	56.20	57.16	58.11	59.06	60.01	60.96	61.91	62.86	63.81	64.76	65.71	66.66
	COLA	3.36	3.36	3.36	3.36	3.36	3.36	3.36	3.36	3.36	3.36	3.36	3.36
	BASE	59.56	60.52	61.47	62.42	63.37	64.32	65.27	66.22	67.17	68.12	69.07	70.02
44	BASIC	58.10	59.08	60.07	61.05	62.03	63.02	64.00	64.98	65.97	66.95	67.93	68.92
	COLA	3.47	3.47	3.47	3.47	3.47	3.47	3.47	3.47	3.47	3.47	3.47	3.47
	BASE	61.57	62.55	63.54	64.52	65.50	66.49	67.47	68.45	69.44	70.42	71.40	72.39
45	BASIC	59.99	61.01	62.02	63.03	64.05	65.06	66.07	67.09	68.10	69.11	70.13	71.14
	COLA	3.59	3.59	3.59	3.59	3.59	3.59	3.59	3.59	3.59	3.59	3.59	3.59
	BASE	63.58	64.60	65.61	66.62	67.64	68.65	69.66	70.68	71.69	72.70	73.72	74.73
46	BASIC	61.89	62.93	63.98	65.03	66.07	67.12	68.16	69.21	70.26	71.30	72.35	73.40
	COLA	3.70	3.70	3.70	3.70	3.70	3.70	3.70	3.70	3.70	3.70	3.70	3.70
	BASE	65.59	66.63	67.68	68.73	69.77	70.82	71.86	72.91	73.96	75.00	76.05	77.10
47	BASIC	63.78	64.86	65.94	67.02	68.10	69.18	70.26	71.34	72.42	73.50	74.57	75.65
	COLA	3.81	3.81	3.81	3.81	3.81	3.81	3.81	3.81	3.81	3.81	3.81	3.81
	BASE	67.59	68.67	69.75	70.83	71.91	72.99	74.07	75.15	76.23	77.31	78.38	79.46
48	BASIC	65.68	66.79	67.90	69.01	70.13	71.24	72.35	73.46	74.57	75.69	76.80	77.91
	COLA	3.93	3.93	3.93	3.93	3.93	3.93	3.93	3.93	3.93	3.93	3.93	3.93
	BASE	69.61	70.72	71.83	72.94	74.06	75.17	76.28	77.39	78.50	79.62	80.73	81.84

SUBSTITUTE RURAL CARRIER
5½ DAY HEAVY DUTY SCHEDULE

		1	2	3	4	5	6	7	8	9	10	11	12
41	BASIC	57.34	58.31	59.28	60.25	61.22	62.19	63.16	64.13	65.10	66.08	67.05	68.02
	COLA	3.43	3.43	3.43	3.43	3.43	3.43	3.43	3.43	3.43	3.43	3.43	3.43
	BASE	60.77	61.74	62.71	63.68	64.65	65.62	66.59	67.56	68.53	69.51	70.48	71.45
42	BASIC	59.41	60.41	61.42	62.42	63.42	64.43	65.43	66.43	67.44	68.44	69.44	70.45
	COLA	3.55	3.55	3.55	3.55	3.55	3.55	3.55	3.55	3.55	3.55	3.55	3.55
	BASE	62.96	63.96	64.97	65.97	66.97	67.98	68.98	69.98	70.99	71.99	72.99	74.00
43	BASIC	61.48	62.52	63.56	64.60	65.64	66.68	67.72	68.76	69.80	70.84	71.88	72.92
	COLA	3.68	3.68	3.68	3.68	3.68	3.68	3.68	3.68	3.68	3.68	3.68	3.68
	BASE	65.16	66.20	67.24	68.28	69.32	70.36	71.40	72.44	73.48	74.52	75.56	76.60
44	BASIC	63.55	64.63	65.70	66.78	67.86	68.93	70.01	71.08	72.16	73.23	74.31	75.39
	COLA	3.80	3.80	3.80	3.80	3.80	3.80	3.80	3.80	3.80	3.80	3.80	3.80
	BASE	67.35	68.43	69.50	70.58	71.66	72.73	73.81	74.88	75.96	77.03	78.11	79.19
45	BASIC	65.62	66.73	67.84	68.95	70.06	71.17	72.27	73.38	74.49	75.60	76.71	77.82
	COLA	3.92	3.92	3.92	3.92	3.92	3.92	3.92	3.92	3.92	3.92	3.92	3.92
	BASE	69.54	70.65	71.76	72.87	73.98	75.09	76.19	77.30	78.41	79.52	80.63	81.74
46	BASIC	67.70	68.84	69.99	71.13	72.27	73.42	74.56	75.71	76.85	78.00	79.14	80.28
	COLA	4.05	4.05	4.05	4.05	4.05	4.05	4.05	4.05	4.05	4.05	4.05	4.05
	BASE	71.75	72.89	74.04	75.18	76.32	77.47	78.61	79.76	80.90	82.05	83.19	84.33

SUBSTITUTE RURAL CARRIER
5 DAY HEAVY DUTY SCHEDULE

		1	2	3	4	5	6	7	8	9	10	11	12
40	BASIC	60.99	62.02	63.05	64.08	65.12	66.15	67.18	68.21	69.24	70.28	71.31	72.34
	COLA	3.65	3.65	3.65	3.65	3.65	3.65	3.65	3.65	3.65	3.65	3.65	3.65
	BASE	64.64	65.67	66.70	67.73	68.77	69.80	70.83	71.86	72.89	73.93	74.96	75.99
41	BASIC	63.28	64.35	65.42	66.49	67.56	68.63	69.70	70.78	71.85	72.92	73.99	75.06
	COLA	3.78	3.78	3.78	3.78	3.78	3.78	3.78	3.78	3.78	3.78	3.78	3.78
	BASE	67.06	68.13	69.20	70.27	71.34	72.41	73.48	74.56	75.63	76.70	77.77	78.84
42	BASIC	65.56	66.67	67.78	68.89	69.99	71.10	72.21	73.31	74.42	75.53	76.64	77.74
	COLA	3.92	3.92	3.92	3.92	3.92	3.92	3.92	3.92	3.92	3.92	3.92	3.92
	BASE	69.48	70.59	71.70	72.81	73.91	75.02	76.13	77.23	78.34	79.45	80.56	81.66
43	BASIC	67.85	69.00	70.14	71.29	72.44	73.59	74.73	75.88	77.03	78.18	79.32	80.47
	COLA	4.06	4.06	4.06	4.06	4.06	4.06	4.06	4.06	4.06	4.06	4.06	4.06
	BASE	71.91	73.06	74.20	75.35	76.50	77.65	78.79	79.94	81.09	82.24	83.38	84.53
44	BASIC	70.14	71.32	72.51	73.70	74.88	76.07	77.26	78.45	79.63	80.82	82.01	83.20
	COLA	4.19	4.19	4.19	4.19	4.19	4.19	4.19	4.19	4.19	4.19	4.19	4.19
	BASE	74.33	75.51	76.70	77.89	79.07	80.26	81.45	82.64	83.82	85.01	86.20	87.39
45	BASIC	72.42	73.65	74.87	76.09	77.31	78.54	79.76	80.98	82.21	83.43	84.65	85.88
	COLA	4.33	4.33	4.33	4.33	4.33	4.33	4.33	4.33	4.33	4.33	4.33	4.33
	BASE	76.75	77.98	79.20	80.42	81.64	82.87	84.09	85.31	86.54	87.76	88.98	90.21
46	BASIC	74.71	75.97	77.24	78.50	79.76	81.02	82.29	83.55	84.81	86.08	87.34	88.60
	COLA	4.47	4.47	4.47	4.47	4.47	4.47	4.47	4.47	4.47	4.47	4.47	4.47
	BASE	79.18	80.44	81.71	82.97	84.23	85.49	86.76	88.02	89.28	90.55	91.81	93.07
47	BASIC	77.00	78.30	79.60	80.90	82.21	83.51	84.81	86.12	87.42	88.72	90.02	91.33
	COLA	4.60	4.60	4.60	4.60	4.60	4.60	4.60	4.60	4.60	4.60	4.60	4.60
	BASE	81.60	82.90	84.20	85.50	86.81	88.11	89.41	90.72	92.02	93.32	94.62	95.93
48	BASIC	79.28	80.63	81.97	83.31	84.65	86.00	87.34	88.68	90.02	91.37	92.71	94.05
	COLA	4.74	4.74	4.74	4.74	4.74	4.74	4.74	4.74	4.74	4.74	4.74	4.74
	BASE	84.02	85.37	86.71	88.05	89.39	90.74	92.08	93.42	94.76	96.11	97.45	98.79

RURAL CARRIER MILEAGE SCHEDULE (RCS)

EFFECTIVE JULY 26, 1980 (PP17-80)

MILES	STEPS	1	2	3	4	5	6	7	8	9	10	11	12	STEP INCR.
6	BASIC	11,790	12,001	12,212	12,423	12,634	12,845	13,056	13,267	13,478	13,689	13,900	14,111	211
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	12,705	12,916	13,127	13,338	13,549	13,760	13,971	14,182	14,393	14,604	14,815	15,026	
7	BASIC	11,921	12,134	12,347	12,560	12,773	12,986	13,199	13,412	13,625	13,838	14,051	14,264	213
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	12,836	13,049	13,262	13,475	13,688	13,901	14,114	14,327	14,540	14,753	14,966	15,179	
8	BASIC	12,052	12,267	12,482	12,697	12,912	13,127	13,342	13,557	13,772	13,987	14,202	14,417	215
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	12,967	13,182	13,397	13,612	13,827	14,042	14,257	14,472	14,687	14,902	15,117	15,332	
9	BASIC	12,183	12,400	12,617	12,834	13,051	13,268	13,485	13,702	13,919	14,136	14,353	14,570	217
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	13,098	13,315	13,532	13,749	13,966	14,183	14,400	14,617	14,834	15,051	15,268	15,485	
10	BASIC	12,313	12,532	12,751	12,970	13,189	13,408	13,627	13,846	14,065	14,284	14,503	14,722	219
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	13,228	13,447	13,666	13,885	14,104	14,323	14,542	14,761	14,980	15,199	15,418	15,637	
11	BASIC	12,444	12,665	12,886	13,107	13,328	13,549	13,770	13,991	14,212	14,433	14,654	14,875	221
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	13,359	13,580	13,801	14,022	14,243	14,464	14,685	14,906	15,127	15,348	15,569	15,790	
12	BASIC	12,575	12,798	13,021	13,244	13,467	13,690	13,913	14,136	14,359	14,582	14,805	15,028	223
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	13,490	13,713	13,936	14,159	14,382	14,605	14,828	15,051	15,274	15,497	15,720	15,943	
13	BASIC	12,706	12,931	13,156	13,381	13,606	13,831	14,056	14,281	14,506	14,731	14,956	15,181	225
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	13,621	13,846	14,071	14,296	14,521	14,746	14,971	15,196	15,421	15,646	15,871	16,096	
14	BASIC	12,837	13,064	13,291	13,518	13,745	13,972	14,199	14,426	14,653	14,880	15,107	15,334	227
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	13,752	13,979	14,206	14,433	14,660	14,887	15,114	15,341	15,568	15,795	16,022	16,249	
15	BASIC	12,968	13,197	13,426	13,655	13,884	14,113	14,342	14,571	14,800	15,029	15,258	15,487	229
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	13,883	14,112	14,341	14,570	14,799	15,028	15,257	15,486	15,715	15,944	16,173	16,402	
16	BASIC	13,099	13,330	13,561	13,792	14,023	14,254	14,485	14,716	14,947	15,178	15,409	15,640	231
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	14,014	14,245	14,476	14,707	14,938	15,169	15,400	15,631	15,862	16,093	16,324	16,555	
17	BASIC	13,230	13,463	13,696	13,929	14,162	14,395	14,628	14,861	15,094	15,327	15,560	15,793	233
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	14,145	14,378	14,611	14,844	15,077	15,310	15,543	15,776	16,009	16,242	16,475	16,708	
18	BASIC	13,361	13,596	13,831	14,066	14,301	14,536	14,771	15,006	15,241	15,476	15,711	15,946	235
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	14,276	14,511	14,746	14,981	15,216	15,451	15,686	15,921	16,156	16,391	16,626	16,861	
19	BASIC	13,492	13,729	13,966	14,203	14,440	14,677	14,914	15,151	15,388	15,625	15,862	16,099	237
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	14,407	14,644	14,881	15,118	15,355	15,592	15,829	16,066	16,303	16,540	16,777	17,014	
20	BASIC	13,622	13,861	14,100	14,339	14,578	14,817	15,056	15,295	15,534	15,773	16,012	16,251	239
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	14,537	14,776	15,015	15,254	15,493	15,732	15,971	16,210	16,449	16,688	16,927	17,166	
21	BASIC	13,753	13,994	14,235	14,476	14,717	14,958	15,199	15,440	15,681	15,922	16,163	16,404	241
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	14,668	14,909	15,150	15,391	15,632	15,873	16,114	16,355	16,596	16,837	17,078	17,319	
22	BASIC	13,884	14,127	14,370	14,613	14,856	15,099	15,342	15,585	15,828	16,071	16,314	16,557	243
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	14,799	15,042	15,285	15,528	15,771	16,014	16,257	16,500	16,743	16,986	17,229	17,472	
23	BASIC	14,015	14,260	14,505	14,750	14,995	15,240	15,485	15,730	15,975	16,220	16,465	16,710	245
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	14,930	15,175	15,420	15,665	15,910	16,155	16,400	16,645	16,890	17,135	17,380	17,625	
24	BASIC	14,146	14,393	14,640	14,887	15,134	15,381	15,628	15,875	16,122	16,369	16,616	16,863	247
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	15,061	15,308	15,555	15,802	16,049	16,296	16,543	16,790	17,037	17,284	17,531	17,778	
25	BASIC	14,277	14,526	14,775	15,024	15,273	15,522	15,771	16,020	16,269	16,518	16,767	17,016	249
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	15,192	15,441	15,690	15,939	16,188	16,437	16,686	16,935	17,184	17,433	17,682	17,931	
26	BASIC	14,408	14,659	14,910	15,161	15,412	15,663	15,914	16,165	16,416	16,667	16,918	17,169	251
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	15,323	15,574	15,825	16,076	16,327	16,578	16,829	17,080	17,331	17,582	17,833	18,084	
27	BASIC	14,539	14,792	15,045	15,298	15,551	15,804	16,057	16,310	16,563	16,816	17,069	17,322	253
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	15,454	15,707	15,960	16,213	16,466	16,719	16,972	17,225	17,478	17,731	17,984	18,237	
28	BASIC	14,670	14,925	15,180	15,435	15,690	15,945	16,200	16,455	16,710	16,965	17,220	17,475	255
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	15,585	15,840	16,095	16,350	16,605	16,860	17,115	17,370	17,625	17,880	18,135	18,390	

RURAL CARRIER MILEAGE SCHEDULE (RCS)

EFFECTIVE JULY 26, 1980 (PP17-80)

MILES	STEPS	1	2	3	4	5	6	7	8	9	10	11	12	STEP INCR.
	BASIC	14,801	15,058	15,315	15,572	15,829	16,086	16,343	16,600	16,857	17,114	17,371	17,628	257
29	COLA	915	915	915	915	915	915	915	915	915	915	915		
	BASE	15,716	15,973	16,230	16,487	16,744	17,001	17,258	17,515	17,772	18,029	18,286	18,543	
	BASIC	14,931	15,190	15,449	15,708	15,967	16,226	16,485	16,744	17,003	17,262	17,521	17,780	259
30	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	15,846	16,105	16,364	16,623	16,882	17,141	17,400	17,659	17,918	18,177	18,436	18,695	
	BASIC	14,963	15,222	15,481	15,740	15,999	16,258	16,517	16,776	17,035	17,294	17,553	17,812	259
31	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	15,878	16,137	16,396	16,655	16,914	17,173	17,432	17,691	17,950	18,209	18,468	18,727	
	BASIC	14,994	15,253	15,512	15,771	16,030	16,289	16,548	16,807	17,066	17,325	17,584	17,843	259
32	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	15,909	16,168	16,427	16,686	16,945	17,204	17,463	17,722	17,981	18,240	18,499	18,758	
	BASIC	15,025	15,284	15,543	15,802	16,061	16,320	16,579	16,838	17,097	17,356	17,615	17,874	259
33	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	15,940	16,199	16,458	16,717	16,976	17,235	17,494	17,753	18,012	18,271	18,530	18,789	
	BASIC	15,057	15,316	15,575	15,834	16,093	16,352	16,611	16,870	17,129	17,388	17,647	17,906	259
34	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	15,972	16,231	16,490	16,749	17,008	17,267	17,526	17,785	18,044	18,303	18,562	18,821	
	BASIC	15,088	15,347	15,606	15,865	16,124	16,383	16,642	16,901	17,160	17,419	17,678	17,937	259
35	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,003	16,262	16,521	16,780	17,039	17,298	17,557	17,816	18,075	18,334	18,593	18,852	
	BASIC	15,120	15,379	15,638	15,897	16,156	16,415	16,674	16,933	17,192	17,451	17,710	17,969	259
36	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,035	16,294	16,553	16,812	17,071	17,330	17,589	17,848	18,107	18,366	18,625	18,884	
	BASIC	15,151	15,410	15,669	15,928	16,187	16,446	16,705	16,964	17,223	17,482	17,741	18,000	259
37	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,066	16,325	16,584	16,843	17,102	17,361	17,620	17,879	18,138	18,397	18,656	18,915	
	BASIC	15,182	15,441	15,700	15,959	16,218	16,477	16,736	16,995	17,254	17,513	17,772	18,031	259
38	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,097	16,356	16,615	16,874	17,133	17,392	17,651	17,910	18,169	18,428	18,687	18,946	
	BASIC	15,214	15,473	15,732	15,991	16,250	16,509	16,768	17,027	17,286	17,545	17,804	18,063	259
39	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,129	16,388	16,647	16,906	17,165	17,424	17,683	17,942	18,201	18,460	18,719	18,978	
	BASIC	15,245	15,504	15,763	16,022	16,281	16,540	16,799	17,058	17,317	17,576	17,835	18,094	259
40	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,160	16,419	16,678	16,937	17,196	17,455	17,714	17,973	18,232	18,491	18,750	19,009	
	BASIC	15,276	15,535	15,794	16,053	16,312	16,571	16,830	17,089	17,348	17,607	17,866	18,125	259
41	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,191	16,450	16,709	16,968	17,227	17,486	17,745	18,004	18,263	18,522	18,781	19,040	
	BASIC	15,308	15,567	15,826	16,085	16,344	16,603	16,862	17,121	17,380	17,639	17,898	18,157	259
42	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,223	16,482	16,741	17,000	17,259	17,518	17,777	18,036	18,295	18,554	18,813	19,072	
	BASIC	15,339	15,598	15,857	16,116	16,375	16,634	16,893	17,152	17,411	17,670	17,929	18,188	259
43	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,254	16,513	16,772	17,031	17,290	17,549	17,808	18,067	18,326	18,585	18,844	19,103	
	BASIC	15,370	15,629	15,888	16,147	16,406	16,665	16,924	17,183	17,442	17,701	17,960	18,219	259
44	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,285	16,544	16,803	17,062	17,321	17,580	17,839	18,098	18,357	18,616	18,875	19,134	
	BASIC	15,402	15,661	15,920	16,179	16,438	16,697	16,956	17,215	17,474	17,733	17,992	18,251	259
45	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,317	16,576	16,835	17,094	17,353	17,612	17,871	18,130	18,389	18,648	18,907	19,166	
	BASIC	15,433	15,692	15,951	16,210	16,469	16,728	16,987	17,246	17,505	17,764	18,023	18,282	259
46	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,348	16,607	16,866	17,125	17,384	17,643	17,902	18,161	18,420	18,679	18,938	19,197	
	BASIC	15,464	15,723	15,982	16,241	16,500	16,759	17,018	17,277	17,536	17,795	18,054	18,313	259
47	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	15,379	16,638	16,897	17,156	17,415	17,674	17,933	18,192	18,451	18,710	18,969	19,228	
	BASIC	15,496	15,755	16,014	16,273	16,532	16,791	17,050	17,309	17,568	17,827	18,086	18,345	259
48	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,411	16,670	16,929	17,188	17,447	17,706	17,965	18,224	18,483	18,742	19,001	19,260	
	BASIC	15,527	15,786	16,045	16,304	16,563	16,822	17,081	17,340	17,599	17,858	18,117	18,376	259
49	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,442	16,701	16,960	17,219	17,478	17,737	17,996	18,255	18,514	18,773	19,032	19,291	
	BASIC	15,558	15,817	16,076	16,335	16,594	16,853	17,112	17,371	17,630	17,889	18,148	18,407	259
50	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,473	16,732	16,991	17,250	17,509	17,768	18,027	18,286	18,545	18,804	19,063	19,322	
	BASIC	15,590	15,849	16,108	16,367	16,626	16,885	17,144	17,403	17,662	17,921	18,180	18,439	259
51	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,505	16,764	17,023	17,282	17,541	17,800	18,059	18,318	18,577	18,836	19,095	19,354	
	BASIC	15,621	15,880	16,139	16,398	16,657	16,916	17,175	17,434	17,693	17,952	18,211	18,470	259
52	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,536	16,795	17,054	17,313	17,572	17,831	18,090	18,349	18,608	18,867	19,126	19,385	

RURAL CARRIER MILEAGE SCHEDULE (RCS)

EFFECTIVE JULY 26, 1980 (PP17-80)

MILES	STEPS	1	2	3	4	5	6	7	8	9	10	11	12	STEP INCR.
53	BASIC	15,652	15,911	16,170	16,429	16,688	16,947	17,206	17,465	17,724	17,983	18,242	18,501	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,567	16,826	17,085	17,344	17,603	17,862	18,121	18,380	18,639	18,898	19,157	19,416	
54	BASIC	15,684	15,943	16,202	16,461	16,720	16,979	17,238	17,497	17,756	18,015	18,274	18,533	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,599	16,858	17,117	17,376	17,635	17,894	18,153	18,412	18,671	18,930	19,189	19,448	
55	BASIC	15,715	15,974	16,233	16,492	16,751	17,010	17,269	17,528	17,787	18,046	18,305	18,564	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,630	16,889	17,148	17,407	17,666	17,925	18,184	18,443	18,702	18,961	19,220	19,479	
56	BASIC	15,747	16,006	16,265	16,524	16,783	17,042	17,301	17,560	17,819	18,078	18,337	18,596	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,662	16,921	17,180	17,439	17,698	17,957	18,216	18,475	18,734	18,993	19,252	19,511	
57	BASIC	15,778	16,037	16,296	16,555	16,814	17,073	17,332	17,591	17,850	18,109	18,368	18,627	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,693	16,952	17,211	17,470	17,729	17,988	18,247	18,506	18,765	19,024	19,283	19,542	
58	BASIC	15,809	16,068	16,327	16,586	16,845	17,104	17,363	17,622	17,881	18,140	18,399	18,658	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,724	16,983	17,242	17,501	17,760	18,019	18,278	18,537	18,796	19,055	19,314	19,573	
59	BASIC	15,841	16,100	16,359	16,618	16,877	17,136	17,395	17,654	17,913	18,172	18,431	18,690	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,756	17,015	17,274	17,533	17,792	18,051	18,310	18,569	18,828	19,087	19,346	19,605	
60	BASIC	15,872	16,131	16,390	16,649	16,908	17,167	17,426	17,685	17,944	18,203	18,462	18,721	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,787	17,046	17,305	17,564	17,823	18,082	18,341	18,600	18,859	19,118	19,377	19,636	
61	BASIC	15,903	16,162	16,421	16,680	16,939	17,198	17,457	17,716	17,975	18,234	18,493	18,752	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,818	17,077	17,336	17,595	17,854	18,113	18,372	18,631	18,890	19,149	19,408	19,667	
62	BASIC	15,935	16,194	16,453	16,712	16,971	17,230	17,489	17,748	18,007	18,266	18,525	18,784	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,850	17,109	17,368	17,627	17,886	18,145	18,404	18,663	18,922	19,181	19,440	19,699	
63	BASIC	15,966	16,225	16,484	16,743	17,002	17,261	17,520	17,779	18,038	18,297	18,556	18,815	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,881	17,140	17,399	17,658	17,917	18,176	18,435	18,694	18,953	19,212	19,471	19,730	
64	BASIC	15,997	16,256	16,515	16,774	17,033	17,292	17,551	17,810	18,069	18,328	18,587	18,846	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,912	17,171	17,430	17,689	17,948	18,207	18,466	18,725	18,984	19,243	19,502	19,761	
65	BASIC	16,029	16,288	16,547	16,806	17,065	17,324	17,583	17,842	18,101	18,360	18,619	18,878	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,944	17,203	17,462	17,721	17,980	18,239	18,498	18,757	19,016	19,275	19,534	19,793	
66	BASIC	16,060	16,319	16,578	16,837	17,096	17,355	17,614	17,873	18,132	18,391	18,650	18,909	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	16,975	17,234	17,493	17,752	18,011	18,270	18,529	18,788	19,047	19,306	19,565	19,824	
67	BASIC	16,091	16,350	16,609	16,868	17,127	17,386	17,645	17,904	18,163	18,422	18,681	18,940	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,006	17,265	17,524	17,783	18,042	18,301	18,560	18,819	19,078	19,337	19,596	19,855	
68	BASIC	16,123	16,382	16,641	16,900	17,159	17,418	17,677	17,936	18,195	18,454	18,713	18,972	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,038	17,297	17,556	17,815	18,074	18,333	18,592	18,851	19,110	19,369	19,628	19,887	
69	BASIC	16,154	16,413	16,672	16,931	17,190	17,449	17,708	17,967	18,226	18,485	18,744	19,003	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,069	17,328	17,587	17,846	18,105	18,364	18,623	18,882	19,141	19,400	19,659	19,918	
70	BASIC	16,185	16,444	16,703	16,962	17,221	17,480	17,739	17,998	18,257	18,516	18,775	19,034	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,100	17,359	17,618	17,877	18,136	18,395	18,654	18,913	19,172	19,431	19,690	19,949	
71	BASIC	16,217	16,476	16,735	16,994	17,253	17,512	17,771	18,030	18,289	18,548	18,807	19,066	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,132	17,391	17,650	17,909	18,168	18,427	18,686	18,945	19,204	19,463	19,722	19,981	
72	BASIC	16,248	16,507	16,766	17,025	17,284	17,543	17,802	18,061	18,320	18,579	18,838	19,097	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,163	17,422	17,681	17,940	18,199	18,458	18,717	18,976	19,235	19,494	19,753	20,012	
73	BASIC	16,279	16,538	16,797	17,056	17,315	17,574	17,833	18,092	18,351	18,610	18,869	19,128	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,194	17,453	17,712	17,971	18,230	18,489	18,748	19,007	19,266	19,525	19,784	20,043	
74	BASIC	16,311	16,570	16,829	17,088	17,347	17,606	17,865	18,124	18,383	18,642	18,901	19,160	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,226	17,485	17,744	18,003	18,262	18,521	18,780	19,039	19,298	19,557	19,816	20,075	
75	BASIC	16,342	16,601	16,860	17,119	17,378	17,637	17,896	18,155	18,414	18,673	18,932	19,191	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,257	17,516	17,775	18,034	18,293	18,552	18,811	19,070	19,329	19,588	19,847	20,106	
76	BASIC	16,374	16,633	16,892	17,151	17,410	17,669	17,928	18,187	18,446	18,705	18,964	19,223	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,289	17,548	17,807	18,066	18,325	18,584	18,843	19,102	19,361	19,620	19,879	20,138	

RURAL CARRIER MILEAGE SCHEDULE (RCS)
EFFECTIVE JULY 26, 1980 (PP17-80)

MILES	STEPS	1	2	3	4	5	6	7	8	9	10	11	12	STEP INCR.
77	BASIC	16,405	16,664	16,923	17,182	17,441	17,700	17,959	18,218	18,477	18,736	18,995	19,254	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,320	17,579	17,838	18,097	18,356	18,615	18,874	19,133	19,392	19,651	19,910	20,169	
78	BASIC	16,436	16,695	16,954	17,213	17,472	17,731	17,990	18,249	18,508	18,767	19,026	19,285	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,351	17,610	17,869	18,128	18,387	18,646	18,905	19,164	19,423	19,682	19,941	20,200	
79	BASIC	16,468	16,727	16,986	17,245	17,504	17,763	18,022	18,281	18,540	18,799	19,058	19,317	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,383	17,642	17,901	18,160	18,419	18,678	18,937	19,196	19,455	19,714	19,973	20,232	
80	BASIC	16,499	16,758	17,017	17,276	17,535	17,794	18,053	18,312	18,571	18,830	19,089	19,348	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,414	17,673	17,932	18,191	18,450	18,709	18,968	19,227	19,486	19,745	20,004	20,263	
81	BASIC	16,530	16,789	17,048	17,307	17,566	17,825	18,084	18,343	18,602	18,861	19,120	19,379	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,445	17,704	17,963	18,222	18,481	18,740	18,999	19,258	19,517	19,776	20,035	20,294	
82	BASIC	16,562	16,821	17,080	17,339	17,598	17,857	18,116	18,375	18,634	18,893	19,152	19,411	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,477	17,736	17,995	18,254	18,513	18,772	19,031	19,290	19,549	19,808	20,067	20,326	
83	BASIC	16,593	16,852	17,111	17,370	17,629	17,888	18,147	18,406	18,665	18,924	19,183	19,442	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,508	17,767	18,026	18,285	18,544	18,803	19,062	19,321	19,580	19,839	20,098	20,357	
84	BASIC	16,624	16,883	17,142	17,401	17,660	17,919	18,178	18,437	18,696	18,955	19,214	19,473	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,539	17,798	18,057	18,316	18,575	18,834	19,093	19,352	19,611	19,870	20,129	20,388	
85	BASIC	16,656	16,915	17,174	17,433	17,692	17,951	18,210	18,469	18,728	18,987	19,246	19,505	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,571	17,830	18,089	18,348	18,607	18,866	19,125	19,384	19,643	19,902	20,161	20,420	
86	BASIC	16,687	16,946	17,205	17,464	17,723	17,982	18,241	18,500	18,759	19,018	19,277	19,536	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,602	17,861	18,120	18,379	18,638	18,897	19,156	19,415	19,674	19,933	20,192	20,451	
87	BASIC	16,718	16,977	17,236	17,495	17,754	18,013	18,272	18,531	18,790	19,049	19,308	19,567	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,633	17,892	18,151	18,410	18,669	18,928	19,187	19,446	19,705	19,964	20,223	20,482	
88	BASIC	16,750	17,009	17,268	17,527	17,786	18,045	18,304	18,563	18,822	19,081	19,340	19,599	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,665	17,924	18,183	18,442	18,701	18,960	19,219	19,478	19,737	19,996	20,255	20,514	
89	BASIC	16,781	17,040	17,299	17,558	17,817	18,076	18,335	18,594	18,853	19,112	19,371	19,630	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,696	17,955	18,214	18,473	18,732	18,991	19,250	19,509	19,768	20,027	20,286	20,545	
90	BASIC	16,812	17,071	17,330	17,589	17,848	18,107	18,366	18,625	18,884	19,143	19,402	19,661	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,727	17,986	18,245	18,504	18,763	19,022	19,281	19,540	19,799	20,058	20,317	20,576	
91	BASIC	16,844	17,103	17,362	17,621	17,880	18,139	18,398	18,657	18,916	19,175	19,434	19,693	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,759	18,018	18,277	18,536	18,795	19,054	19,313	19,572	19,831	20,090	20,349	20,608	
92	BASIC	16,875	17,134	17,393	17,652	17,911	18,170	18,429	18,688	18,947	19,206	19,465	19,724	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,790	18,049	18,308	18,567	18,826	19,085	19,344	19,603	19,862	20,121	20,380	20,639	
93	BASIC	16,906	17,165	17,424	17,683	17,942	18,201	18,460	18,719	18,978	19,237	19,496	19,755	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,821	18,080	18,339	18,598	18,857	19,116	19,375	19,634	19,893	20,152	20,411	20,670	
94	BASIC	16,938	17,197	17,456	17,715	17,974	18,233	18,492	18,751	19,010	19,269	19,528	19,787	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,853	18,112	18,371	18,630	18,889	19,148	19,407	19,666	19,925	20,184	20,443	20,702	
95	BASIC	16,969	17,228	17,487	17,746	18,005	18,264	18,523	18,782	19,041	19,300	19,559	19,818	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,884	18,143	18,402	18,661	18,920	19,179	19,438	19,697	19,956	20,215	20,474	20,733	
96	BASIC	17,001	17,260	17,519	17,778	18,037	18,296	18,555	18,814	19,073	19,332	19,591	19,850	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,916	18,175	18,434	18,693	18,952	19,211	19,470	19,729	19,988	20,247	20,506	20,765	
97	BASIC	17,032	17,291	17,550	17,809	18,068	18,327	18,586	18,845	19,104	19,363	19,622	19,881	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,947	18,206	18,465	18,724	18,983	19,242	19,501	19,760	20,019	20,278	20,537	20,796	
98	BASIC	17,063	17,322	17,581	17,840	18,099	18,358	18,617	18,876	19,135	19,394	19,653	19,912	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	17,978	18,237	18,496	18,755	19,014	19,273	19,532	19,791	20,050	20,309	20,568	20,827	
99	BASIC	17,095	17,354	17,613	17,872	18,131	18,390	18,649	18,908	19,167	19,426	19,685	19,944	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	18,010	18,269	18,528	18,787	19,046	19,305	19,564	19,823	20,082	20,341	20,600	20,859	

RURAL CARRIER MILEAGE SCHEDULE (RCS)

EFFECTIVE JULY 26, 1980 (PP17-80)

MILES	STEPS	1	2	3	4	5	6	7	8	9	10	11	12	STEP INCR.
100	BASIC	17,126	17,385	17,644	17,903	18,162	18,421	18,680	18,939	19,198	19,457	19,716	19,975	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	18,041	18,300	18,559	18,818	19,077	19,336	19,595	19,854	20,113	20,372	20,631	20,890	
101	BASIC	17,157	17,416	17,675	17,934	18,193	18,452	18,711	18,970	19,229	19,488	19,747	20,006	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	18,072	18,331	18,590	18,849	19,108	19,367	19,626	19,885	20,144	20,403	20,662	20,921	
102	BASIC	17,189	17,448	17,707	17,966	18,225	18,484	18,743	19,002	19,261	19,520	19,779	20,038	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	18,104	18,363	18,622	18,881	19,140	19,399	19,658	19,917	20,176	20,435	20,694	20,953	
103	BASIC	17,220	17,479	17,738	17,997	18,256	18,515	18,774	19,033	19,292	19,551	19,810	20,069	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	18,135	18,394	18,653	18,912	19,171	19,430	19,689	19,948	20,207	20,466	20,725	20,984	
104	BASIC	17,251	17,510	17,769	18,028	18,287	18,546	18,805	19,064	19,323	19,582	19,841	20,100	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	18,166	18,425	18,684	18,943	19,202	19,461	19,720	19,979	20,238	20,497	20,756	21,015	
105	BASIC	17,283	17,542	17,801	18,060	18,319	18,578	18,837	19,096	19,355	19,614	19,873	20,132	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	18,198	18,457	18,716	18,975	19,234	19,493	19,752	20,011	20,270	20,529	20,788	21,047	
106	BASIC	17,314	17,573	17,832	18,091	18,350	18,609	18,868	19,127	19,386	19,645	19,904	20,163	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	18,229	18,488	18,747	19,006	19,265	19,524	19,783	20,042	20,301	20,560	20,819	21,078	
107	BASIC	17,345	17,604	17,863	18,122	18,381	18,640	18,899	19,158	19,417	19,676	19,935	20,194	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	18,260	18,519	18,778	19,037	19,296	19,555	19,814	20,073	20,332	20,591	20,850	21,109	
108	BASIC	17,377	17,636	17,895	18,154	18,413	18,672	18,931	19,190	19,449	19,708	19,967	20,226	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	18,292	18,551	18,810	19,069	19,328	19,587	19,846	20,105	20,364	20,623	20,882	21,141	
109	BASIC	17,408	17,667	17,926	18,185	18,444	18,703	18,962	19,221	19,480	19,739	19,998	20,257	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	18,323	18,582	18,841	19,100	19,359	19,618	19,877	20,136	20,395	20,654	20,913	21,172	
110	BASIC	17,439	17,698	17,957	18,216	18,475	18,734	18,993	19,252	19,511	19,770	20,029	20,288	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	18,354	18,613	18,872	19,131	19,390	19,649	19,908	20,167	20,426	20,685	20,944	21,203	
111	BASIC	17,471	17,730	17,989	18,248	18,507	18,766	19,025	19,284	19,543	19,802	20,061	20,320	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	18,386	18,645	18,904	19,163	19,422	19,681	19,940	20,199	20,458	20,717	20,976	21,235	
112	BASIC	17,502	17,761	18,020	18,279	18,538	18,797	19,056	19,315	19,574	19,833	20,092	20,351	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	18,417	18,676	18,935	19,194	19,453	19,712	19,971	20,230	20,489	20,748	21,007	21,266	
113	BASIC	17,533	17,792	18,051	18,310	18,569	18,828	19,087	19,346	19,605	19,864	20,123	20,382	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	18,448	18,707	18,966	19,225	19,484	19,743	20,002	20,261	20,520	20,779	21,038	21,297	
114	BASIC	17,565	17,824	18,083	18,342	18,601	18,860	19,119	19,378	19,637	19,896	20,155	20,414	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	18,480	18,739	18,998	19,257	19,516	19,775	20,034	20,293	20,552	20,811	21,070	21,329	
115	BASIC	17,596	17,855	18,114	18,373	18,632	18,891	19,150	19,409	19,668	19,927	20,186	20,445	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	18,511	18,770	19,029	19,288	19,547	19,806	20,065	20,324	20,583	20,842	21,101	21,360	
116	BASIC	17,628	17,887	18,146	18,405	18,664	18,923	19,182	19,441	19,700	19,959	20,218	20,477	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	18,543	18,802	19,061	19,320	19,579	19,838	20,097	20,356	20,615	20,874	21,133	21,392	
117	BASIC	17,659	17,918	18,177	18,436	18,695	18,954	19,213	19,472	19,731	19,990	20,249	20,508	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	18,574	18,833	19,092	19,351	19,610	19,869	20,128	20,387	20,646	20,905	21,164	21,423	
118	BASIC	17,690	17,949	18,208	18,467	18,726	18,985	19,244	19,503	19,762	20,021	20,280	20,539	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	18,605	18,864	19,123	19,382	19,641	19,900	20,159	20,418	20,677	20,936	21,195	21,454	
119	BASIC	17,722	17,981	18,240	18,499	18,758	19,017	19,276	19,535	19,794	20,053	20,312	20,571	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	18,637	18,896	19,155	19,414	19,673	19,932	20,191	20,450	20,709	20,968	21,227	21,486	
120	BASIC	17,753	18,012	18,271	18,530	18,789	19,048	19,307	19,566	19,825	20,084	20,343	20,602	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	18,668	18,927	19,186	19,445	19,704	19,963	20,222	20,481	20,740	20,999	21,258	21,517	
121	BASIC	17,784	18,043	18,302	18,561	18,820	19,079	19,338	19,597	19,856	20,115	20,374	20,633	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	18,699	18,958	19,217	19,476	19,735	19,994	20,253	20,512	20,771	21,030	21,289	21,548	
122	BASIC	17,816	18,075	18,334	18,593	18,852	19,111	19,370	19,629	19,888	20,147	20,406	20,665	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	18,731	18,990	19,249	19,508	19,767	20,026	20,285	20,544	20,803	21,062	21,321	21,580	
123	BASIC	17,847	18,106	18,365	18,624	18,883	19,142	19,401	19,660	19,919	20,178	20,437	20,696	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	18,762	19,021	19,280	19,539	19,798	20,057	20,316	20,575	20,834	21,093	21,352	21,611	

RURAL CARRIER MILEAGE SCHEDULE (RCS)

EFFECTIVE JULY 26, 1980 (PP17-80)

MILES	STEPS	1	2	3	4	5	6	7	8	9	10	11	12	STEP INCR.
124	BASIC	17,878	18,137	18,396	18,655	18,914	19,173	19,432	19,691	19,950	20,209	20,468	20,727	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	18,793	19,052	19,311	19,570	19,829	20,088	20,347	20,606	20,865	21,124	21,383	21,642	
125	BASIC	17,910	18,169	18,428	18,687	18,946	19,205	19,464	19,723	19,982	20,241	20,500	20,759	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	18,825	19,084	19,343	19,602	19,861	20,120	20,379	20,638	20,897	21,156	21,415	21,674	
126	BASIC	17,941	18,200	18,459	18,718	18,977	19,236	19,495	19,754	20,013	20,272	20,531	20,790	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	18,856	19,115	19,374	19,633	19,892	20,151	20,410	20,669	20,928	21,187	21,446	21,705	
127	BASIC	17,972	18,231	18,490	18,749	19,008	19,267	19,526	19,785	20,044	20,303	20,562	20,821	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	18,887	19,146	19,405	19,664	19,923	20,182	20,441	20,700	20,959	21,218	21,477	21,736	
128	BASIC	18,004	18,263	18,522	18,781	19,040	19,299	19,558	19,817	20,076	20,335	20,594	20,853	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	18,919	19,178	19,437	19,696	19,955	20,214	20,473	20,732	20,991	21,250	21,509	21,768	
129	BASIC	18,035	18,294	18,553	18,812	19,071	19,330	19,589	19,848	20,107	20,366	20,625	20,884	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	18,950	19,209	19,468	19,727	19,986	20,245	20,504	20,763	21,022	21,281	21,540	21,799	
130	BASIC	18,066	18,325	18,584	18,843	19,102	19,361	19,620	19,879	20,138	20,397	20,656	20,915	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	18,981	19,240	19,499	19,758	20,017	20,276	20,535	20,794	21,053	21,312	21,571	21,830	
131	BASIC	18,098	18,357	18,616	18,875	19,134	19,393	19,652	19,911	20,170	20,429	20,688	20,947	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	19,013	19,272	19,531	19,790	20,049	20,308	20,567	20,826	21,085	21,344	21,603	21,862	
132	BASIC	18,129	18,388	18,647	18,906	19,165	19,424	19,683	19,942	20,201	20,460	20,719	20,978	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	19,044	19,303	19,562	19,821	20,080	20,339	20,598	20,857	21,116	21,375	21,634	21,893	
133	BASIC	18,160	18,419	18,678	18,937	19,196	19,455	19,714	19,973	20,232	20,491	20,750	21,009	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	19,075	19,334	19,593	19,852	20,111	20,370	20,629	20,888	21,147	21,406	21,665	21,924	
134	BASIC	18,192	18,451	18,710	18,969	19,228	19,487	19,746	20,005	20,264	20,523	20,782	21,041	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	19,107	19,366	19,625	19,884	20,143	20,402	20,661	20,920	21,179	21,438	21,697	21,956	
135	BASIC	18,223	18,482	18,741	19,000	19,259	19,518	19,777	20,036	20,295	20,554	20,813	21,072	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	19,138	19,397	19,656	19,915	20,174	20,433	20,692	20,951	21,210	21,469	21,728	21,987	
136	BASIC	18,255	18,514	18,773	19,032	19,291	19,550	19,809	20,068	20,327	20,586	20,845	21,104	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	19,170	19,429	19,688	19,947	20,206	20,465	20,724	20,983	21,242	21,501	21,760	22,019	
137	BASIC	18,286	18,545	18,804	19,063	19,322	19,581	19,840	20,099	20,358	20,617	20,876	21,135	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	19,201	19,460	19,719	19,978	20,237	20,496	20,755	21,014	21,273	21,532	21,791	22,050	
138	BASIC	18,317	18,576	18,835	19,094	19,353	19,612	19,871	20,130	20,389	20,648	20,907	21,166	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	19,232	19,491	19,750	20,009	20,268	20,527	20,786	21,045	21,304	21,563	21,822	22,081	
139	BASIC	18,349	18,608	18,867	19,126	19,385	19,644	19,903	20,162	20,421	20,680	20,939	21,198	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	19,264	19,523	19,782	20,041	20,300	20,559	20,818	21,077	21,336	21,595	21,854	22,113	
140	BASIC	18,380	18,639	18,898	19,157	19,416	19,675	19,934	20,193	20,452	20,711	20,970	21,229	259
	COLA	915	915	915	915	915	915	915	915	915	915	915	915	
	BASE	19,295	19,554	19,813	20,072	20,331	20,590	20,849	21,108	21,367	21,626	21,885	22,144	

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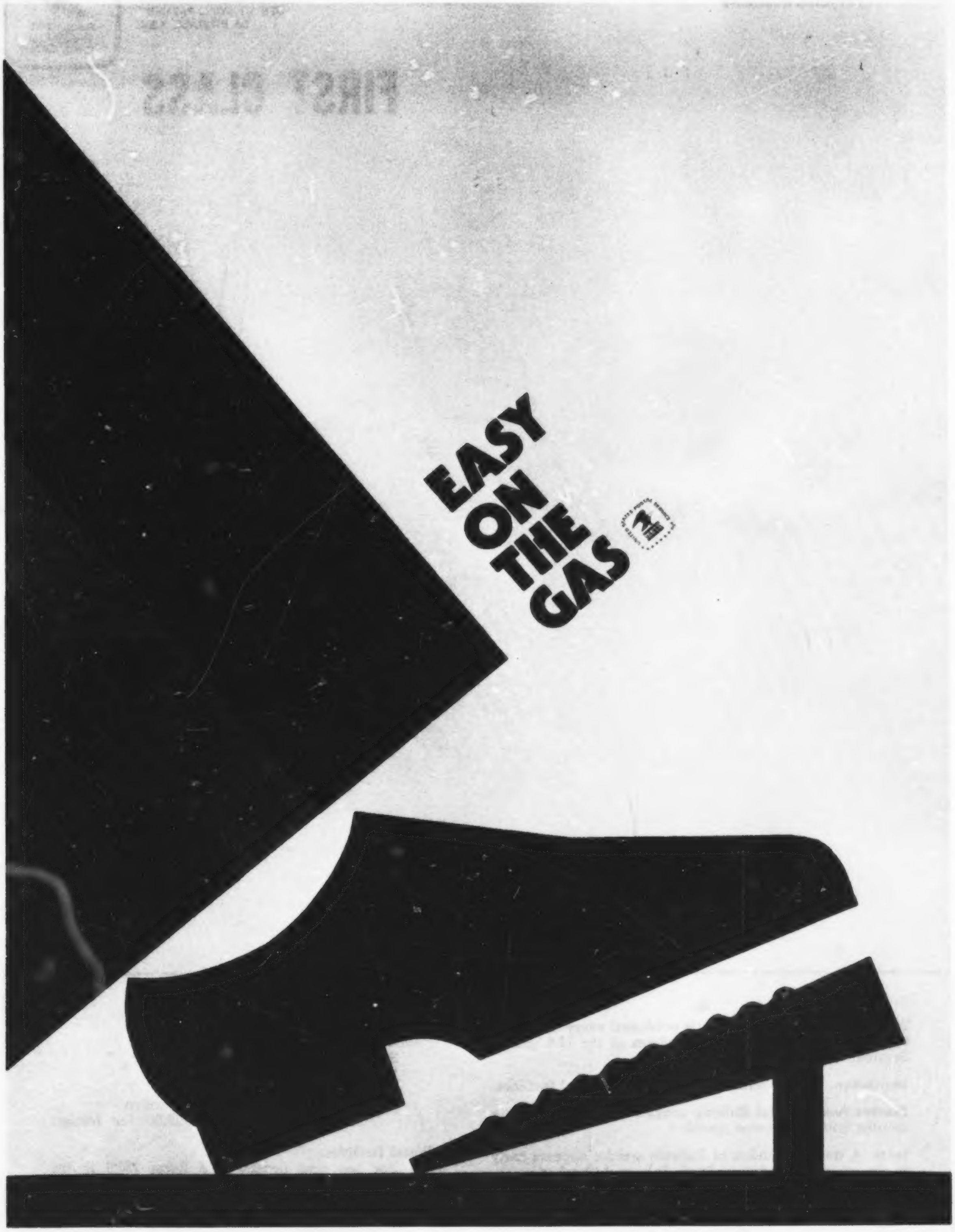
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postal bulletin

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Qualified Political Committee Mailings

In a case involving several political committees, a federal district court judge has held that the restriction placed on revenue forgone appropriations for political committees, in the 1980 Postal Service Appropriation Act, is unconstitutional. *Greenberg* v. *Bolger,* Civ. No. 80–0340 (E.D.N.Y. June 20, 1980). The court ordered the Postal Service to charge the plaintiffs in that case the same special bulk third-class rates as are paid by the qualified political committees of the Democratic and Republican parties. The plaintiffs included the Citizens' Party and the National Unity Campaign for John Anderson, which was found by the court to qualify under 39 U.S.C. section 3626(e) as the national committee of a political party.

The Department of Justice has decided not to appeal the *Greenberg* decision. As a result of the court's order and the Department of Justice's action, the Postal Service has decided to extend the effect of the *Greenberg* decision to all similarly situated political committees. Therefore, we have acted to reinstate the special bulk third-class authorizations of all qualified political committees which had been issued authorizations prior to the imposition of the restriction to "major" and "minor" parties. The effective date of reinstatement was July 16, 1980. By the same token, new applications by qualified political committees, as defined by section 623.3, DOMESTIC MAIL MANUAL, should be accepted and promptly processed. This includes applications filed by the National Unity Campaign for John Anderson.

The Congress provided the sum of *four million dollars* in the appropriations act for fiscal year 1980 to cover revenue forgone on mailings made at the special bulk third-class rates by "qualified political committees." It is *very* important that a copy of all mailing statements filed with qualified political committee mailings be promptly submitted to headquarters so that we will know when the monetary subsidy limit is being approached. Send the mailing statements to the following address:

Director
Office of Mail Classification
Rates & Classification Department
(Attn: QPC Mailings)
Washington, DC 20260

These instructions are effective July 16, 1980 and replace those issued on political mailings in POSTAL BULLETIN 21223 (12–13–79).—*Rates & Classification Dept., 7–24–80.*

ELM Revision

Increase In Incentive Awards Scale

The dollar amounts of Incentive Awards have been increased to make them a more effective tool in recognizing achievements. The following changes to EMPLOYEE AND LABOR RELATIONS MANUAL (ELM) are effective immediately:

634.3 Special Achievement Award (SAA)

.31 Description. Certificate in folder or frame, and a one-time cash award of up to $500.

634.5 Meritorious Service Award (MSA)

.51 Description. Citation certificate mounted on a wooden plaque and a one-time cash award of up to $1,000. Arrangements for mounting are made at the regional level as delegated by (a) the RPMG for field employees and by (b) the General Manager, Headquarters Personnel Division for Headquarters and Administrative Support Facilities employees.

634.6 Distinguished Service Award (DSA)

.61 Description. Citation certificate, a letter of commendation signed by the PMG, and a one-time cash award of up to $2,500. The certificate and letter are in a blue leatherette folder embossed with gold lettering and the recipient's name.

The increase in the Incentive Awards Scale will be incorporated in a future revision to ELM 630.—*Employee Relations Dept., 7–24–80.*

All Postal Installations

Inspection Service Appointment

The following appointment was effective June 28, 1980.

John O. Gallagher, Inspector in Charge, Boston Division.—*Inspection Service, 7–24–80.*

Freedom of Information Act Fees

It has become necessary to revise Freedom of Information Act fees for record retrieval by clerical and professional or managerial personnel to reflect current labor and administrative costs. These revised fees will be incorporated in 352.621 and 352.622 of the ADMINISTRATIVE SUPPORT MANUAL.

352.621 Clerical. The fee for each quarter hour spent by clerical personnel in searching for records other than by computer is $3.35.

352.622 Professional or Managerial. When a search cannot be performed by clerical personnel and must be performed by professional or managerial personnel, the fee for each quarter hour in searching for records other than by computer is $4.00.—*Records Officer, 7–24–80.*

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P1.3:

MERIT INSTRUCTIONS—FY–81

The following instructions which apply to EAS (non-bargaining) employees must be read and acted on by all managers involved in the merit evaluation program. It is imperative that each of the dates be met in order to process merit increases on a timely basis and avoid the need for retroactive payment of merit increases in FY–81.

A. Merit Listings. Merit listings will be distributed to the regional General Manager, Compensation Division, on or before August 18, 1980, who will distribute the merit listings within their region. The Office of Organizational Requirements, Employee Relations Department, Headquarters, will distribute these listings to department heads who in turn will distribute them within their department and any headquarters-related field units.

The salary printed on the merit listings will be for pay period 17 (7–26–80 to 8–8–80). *Managers will have to update for any subsequent merit increases or promotions through October 4, 1980.* Complete the right side of each merit listing sheet headed *Forecast Data*. Merit listings will be in duplicate. Forward one copy of each listing to the General Manager, Compensation Division, of the appropriate regional office no later than September 12, 1980. For Headquarters and Headquarters-related field units, forward the merit listings by September 12, 1980 to the Director, Office of Organizational Requirements, Room 10626.

B. Salary History Sheets. It is important that the correct data be entered on the lower portion of the salary history sheets because any errors or omissions will affect scheduled merit increases.

Salary history sheets will be forwarded to the regional General Manager, Compensation Division, on or before August 18, 1980 for distribution within their region. For Headquarters and Headquarters-related field units, distribution will be made by the Organizational Requirements Division. Employee Relations Department, to all department heads on or before August 18, 1980.

Instructions for completion of the bottom portion of the salary history sheets are outlined in Section E of these instructions.

It is the utmost importance that salary history sheets be completed and forwarded to the regional General Manager, Compensation Division, no later than September 12, 1980. For Headquarters and field related units, the salary history sheets are to be completed and forwarded to the Director, Office of Organizational Requirements, Employee Relations Department, Room 10626, no later than September 12, 1980. Salary history sheets received after September 12, 1980 may result in retroactive pay adjustments.

C. Forms 2451–A and 2451–B. Complete Forms 2451–A, Merit Performance Evaluation—Regular Program and Forms 2451–B, Merit Performance Evaluation—Step Program no later than September 8, 1980. In order to meet this deadline, managers (supervisors) should use the latest reports available (probably A/P 10 or 11) in their evaluation processes.

D. Form 2456, Individual Objective Setting/Self Appraisal. *Objective Setting:* Employees in the regular merit program are required to set objectives in Part I for the period of October 4, 1980 to October 2, 1981. *Self-Appraisal:* Employees in the regular merit program are required to complete a self-appraisal on the reverse of Form 2456 which was used in September 1979 to set goals and objectives for the period October 6, 1979 to October 3, 1980.

E. Data Entry Instructions. Salary history sheets similar to those used in the processing of merit increases in FY–80 will be used again in FY–81. Exhibit A is an example of the bottom portion of the salary history sheet to be used to input the merit salary data in the FY–81 program.

The evaluator (supervisor) completes the bottom portion of the salary history sheet as follows:

Item 1: If the employee *was not* evaluated, place an **X** in the box, otherwise leave blank.

Item 2: If the employee being evaluated is in the step process and was required to set objectives by use of Form 2456, place an **X** in the box, otherwise leave blank.

Item 3: If the merit increase is less than the amount provided by adjective rating in the matrix (Attachment B of Management Instruction EL 410–80–7 *Merit Performance Evaluation Program*), place an **X** in the box, otherwise leave blank.

Item 4: If the amount of the merit increase will result in the employee's salary being higher than the supervisor's salary, place an **X** in the box, otherwise leave blank.

Item 5: If the merit increase takes the salary to the maximum of the grade level, insert an **X** in the box, otherwise leave blank.

Items 6, 7 and 8: These items are all for an employee in the regular merit program.

For Item 6, enter the adjective rating made by the employee: O, VG, G, S or M.

For Item 7, enter how you, the evaluator, rated the employee: O, VG, G, S or M.

For Item 8, leave blank unless the adjective rating is revised by a higher level approving official. If revised, enter that rating, O, VG, G, S or M. If the rating is revised, you should have an entry in all three items (6, 7 and 8).

Items 9 and 10: This section is for employees in the step program only. For Item 9, the supervisor (evaluator) enters the adjective rating: O, G or M. For postmasters A–E, enter the adjective rating: G or M.

Item 10 is completed only if the rating is revised by a higher level approving official. If the rating is revised, you should have an entry in both items 9 and 10.

Items 11 and 12: This section is for employees in the step program, who have been rated Outstanding.

For Item 11, enter the amount of the second step increase and in Item 12, enter the pay period and year the second step increase is effective. The effective date of the second step increase is the first day of the seventh pay period after the effective date of the first increase. For example, if the regular step is due in pay period 1, the second step would be effective the first day of pay period 7.

Items 13 through 17: This section is for employees in the regular merit program. Basic salary (not including

COLA) is to be used in all computations associated with merit increases.

For Item 13, enter percent of increase. All percentage increases should be entered to the tenths of a percentage point (e.g., 3.5%, 4.7%, 5.9%).

For Item 14, enter dollar amount of merit increase. All dollar amounts should be expressed in whole dollars (e.g., $500, $686, $1,028).

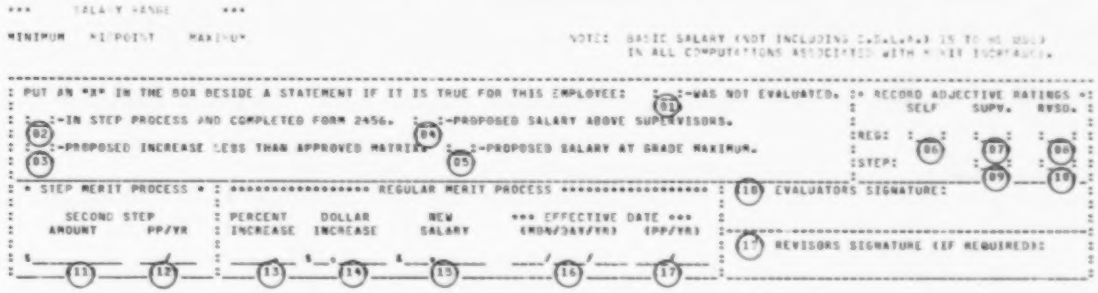
For Item 15, enter the new salary after the merit increase has been added in.

For Item 16, enter the effective date of the merit increase. All merit increases *must* be effective on the first day of a bi-weekly pay period.

For Item 17, enter the pay period and year the merit increase is effective.

Item 18: Evaluator's signature.

Item 19: This section is left blank unless the rating is revised. If the rating is revised, the manager at the next higher level making the revision must sign this section.



*** SALARY RANGE ***

MINIMUM MIDPOINT MAXIMUM

NOTE: BASIC SALARY (NOT INCLUDING C.O.L.A.) IS TO BE USED IN ALL COMPUTATIONS ASSOCIATED WITH MERIT INCREASES.

PUT AN "X" IN THE BOX BESIDE A STATEMENT IF IT IS TRUE FOR THIS EMPLOYEE:

☐ -WAS NOT EVALUATED.

☐ -IN STEP PROCESS AND COMPLETED FORM 2456.

☐ -PROPOSED SALARY ABOVE SUPERVISORS.

☐ -PROPOSED INCREASE LESS THAN APPROVED MATRIX.

☐ -PROPOSED SALARY AT GRADE MAXIMUM.

* RECORD ADJECTIVE RATINGS *

	SELF	SUPV.	RVSD.
REG:	☐	☐	☐
STEP:		☐	☐

* STEP MERIT PROCESS *

SECOND STEP AMOUNT	PP/YR
$____	__/__

***************** REGULAR MERIT PROCESS *****************

PERCENT INCREASE	DOLLAR INCREASE	NEW SALARY	*** EFFECTIVE DATE *** (MON/DAY/YR)	(PP/YR)
____	$__.__	$__.__	__/__/__	__/__

EVALUATORS SIGNATURE:

REVISORS SIGNATURE (IF REQUIRED):

Exhibit A

—*Employee Relations Dept., 7-24-80.*

ELM Revision

Appeal of Employer Claims

The following change to the EMPLOYEE AND LABOR RELATIONS MANUAL (ELM) **650 Adverse Personnel Actions, Grievance and Appeal (Non-Bargaining)** will be incorporated in a future revision:

652.4 Other Grievances

.41 SCOPE. Employees at EAS 16 and below regardless of length of service, may appeal matters not covered by 652.2 and 652.3 by using the procedures in the following sections. Employees at EAS 17 and above have access to these procedures only to appeal discipline in the nature of letters of warning, emergency placement in a non-duty status, or a money demand under the Employer Claims procedure in Regional Instruction 757-Fin-153 (Filing No 423-1, 12/10/73). All grievances regarding money demands for the satisfaction of employer claims are brought directly to the appropriate review level indicated in 652.44, bypassing the procedure stated in 652.42 and .43.—*Employee Relations Dept., 7-24-80.*

An accident happened here

Unemployment Compensation Program

Since implementation of its Unemployment Compensation Program in late 1976, the Postal Service has realized a substantial amount of progress in administering the program as well as controlling the payment of unjustified benefits. The Postal Service, unlike other Federal agencies, is responsible for reimbursing the U.S. Department of Labor for the amount of unemployment compensation paid to ex-Postal Service employees. During the past few years the Postal Service has succeeded in curtailing its unemployment costs and insuring that those individuals who deserve such benefits actually receive them. To a large degree, this success can be directly attributed to our USPS state coordinators who have monitored the program at the state level and who have become actively involved in the state appeal process. For example, during the past two years the Postal Service won 71% of the appeal cases in which it was involved. This participation resulted in an estimated cost savings of $12 million.

The Postal Service's FY 1979 unemployment liability has reached $21.5 million. This is a 58% reduction in costs over its high cost year (FY 1977) liability of $51.2 million. However, with the present economic outlook, the increase in state benefits, and the liberalization of state unemployment insurance laws, the Postal Service must continue to carefully review each unemployment claim. In an effort to maintain this activity, headquarters is presently in the process of developing an unemployment compensation chargeback system down to the management sectional center level. Although such a system will serve several purposes, its major goal will be to increase the awareness of field managers of the Postal Service's unemployment costs.

There are various measures available to field managers that will assist in controlling the payment of unjustified benefits. For example, the proper use of unemployment compensation codes (600 series) and variable remarks when processing separation actions; close cooperation with USPS state coordinators; and becoming more cognizant of the rules and regulations governing the Unemployment Compensation Program.

It has been and will continue to be the Postal Service's position that the unemployment insurance system plays a vital role in stabilizing the economy, as well as reducing the financial hardship experienced by the unemployed and their families. However, the Postal Service does not believe it should relinquish its responsibilities to the users of the Postal Service or to society at large by neglecting to prevent the receipt of unjustified unemployment compensation benefits.—*Employee Relations Dept., 7-24-80.*

Lobby Display Schedule for August

Displays in All Post Office Lobbies—All Classified Units

Posters, notices and signs mandatory for display in post office lobbies are listed in the POM 221.522. Other mandatory posters are listed below.

Title	*Issued*
Poster 74, *Packaging Pointers*	September 1978.
Notice (unnumbered) announcing implementation of Letter Mail Dimensional Standards and surcharge on July 15	May 1979.
Your Federal Lawmakers	August 1979.

Rotating Displays—All Classified Units (CAG A–G Offices)

The August schedule of lobby poster displays for post offices with 950 or more revenue units is listed by priority below:

A=first priority, following mandatory displays; B=second priority, etc.

Priority	*Title*	*Poster No.*	*Post*	*Remove*
B	Winter Olympics Souvenir Folder	425	January 25	Continuous display.
A	6th Ed., Stamps & Stories	415	Continuous display.	
A	1979 Mint Set	422	do	
B	The Dollar of the Future		do	
A	Moving?		April 1	September 29.
A	Gold Medallion (counter card)		July 15	When notified.
A	Veterans Administration	431	July 14	August 22.
A	Gen. Bernardo Galvez	432	July 18	August 25.
A	Coral Reefs	433	August 19	September 26.
A	Organized Labor	434	August 25	October 1.

Specialized Program Displays

Using the same priority system, main post offices and classified stations and branches designated to offer specific service or participate in specialized programs will display the following items until notice is given to replace or remove them:

A	Clear Plastic Screenline Displays: '79 Mint Set; 6th Ed. Stamps & Stories; Collecting Kits.
A	Poster 31-A (Feb. 1977) or 31-B (April 1979).

—*Delivery Services Dept., 7-24-80.*

August Treasury Checks

The Treasury Department has advised that August Social Security Benefit Checks are to be delivered on Friday, August 1, 1980.

The envelopes for these payments will bear the following endorsement:

POSTMASTER: Requested delivery date is the first day of the month

Postmasters and supervisors are asked to plan to complete delivery of these checks on the date specified above.—*Mail Processing Dept., 7-24-80.*

VACANT REGULAR RURAL ROUTES LISTING NO. 80–33

The vacant rural routes listed below will be posted for bid in accordance with the USPS–NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this Postal Bulletin. Those rural carriers having special bidding rights as defined in the USPS–NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
CENTRAL REGION					
Iowa	Persia	51563	01	42:52 (42F)	113.50
	Woodbine	51579	02	26:49 (27F)	95.30
	Keokuk	52632	03	34:05 (34F)	54.60
Kentucky	Nicholasville	40356	02	43:12 (43H)	69.80
	Berea	40403	02	50:18 (44K)	77.90
	Falmouth	41040	01	46:50 (43J)	94.95
	Hazard	41701	03	34:50 (35H)	24.10
Michigan	Capac	48014	02	41:18 (41F)	77.90
	Memphis	48041	01	54:39 (46K)	78.70
	Union Lake	48085	04	46:28 (43J)	15.60
	South Rockwood	48179	01	50:42 (45K)	48.10
	Kalamazoo	49001	09	45:24 (45H)	29.90
	Vermontville	49096	02	43:20 (43H)	78.95
	Buchanan	49107	04	34:09 (34F)	46.60
	Brimley	49715	01	60:54 (41K)	95.80
	Cheboygan	49721	04	56:53 (47K)	77.75
	Escanaba	49829	06	30:06 (40J)	67.55
	Escanaba	49829	03	47:28 (43H)	41.10
Minnesota	Dakota	55925	01	34:35 (35F)	65.65
	Leroy	55951	02	46:21 (46H)	120.95
	Farwell	56327	01	44:18 (44H)	124.50
	Hitterdal	56552	01	32:40 (32F)	98.85
	Perham	56573	01	51:27 (45K)	112.40
Nebraska	Omaha	68108	38	46:22 (43J)	29.70
	Central City	68826	01	30:56 (42K)	94.30
North Dakota	Bismarck	58501	03	46:12 (46K)	31.95
	Zap	58580	01	30:21 (31F)	95.80
Ohio	Johnstown	43031	02	44:41 (41J)	56.16
	Ashville	43103	03	37:46 (38H)	41.90
	New Richmond	45157	02	47:30 (43J)	51.51
	South Webster	45682	02	43:10 (43H)	86.10
South Dakota	Watertown	57201	02	42:47 (43H)	44.10
	Alpena	57312	01	37:43 (38F)	120.58
	Eureka	57437	02	42:34 (43F)	142.80
Wisconsin	Janesville	53545	05	46:32 (43J)	67.65
	Cashton	54619	01	38:11 (38S)	79.55
EASTERN REGION					
Delaware	Harrington	19952	03	42:18 (42H)	73.30
Pennsylvania	Library	15129	03	42:57 (43H)	14.85
	Mercerburg	17236	03	44:31 (45H)	48.30
Virginia	Saluda	23149	01	30:34 (31S)	57.90
	Carson	23830	01	33:26 (33S)	69.70
West Virginia	Berkeley Springs	25411	03	45:19 (45H)	60.79
NORTHEAST REGION					
Connecticut	Manchester	06040	03	54:12 (45K)	43.65
WESTERN REGION					
Arizona	Williams	86046	01	38:24 (38S)	97.00
California	Arvin	93203	01	48:30 (44J)	106.50
	Oakdale	95361	04	43:03 (43H)	65.30
Colorado	Penrose	81240	01	30:03 (30S)	45.30
Hawaii	Haiku	96708	02	41:00 (41H)	43.00
Idaho	Boise	83709	97	36:46 (37S)	25.10
Montana	Bozeman	59715	02	45:41 (46H)	68.90
	Sheridan	59749	01	27:55 (28S)	68.40
Washington	Sequim	98382	06	47:52 (40K)	49.65
	Spanaway	98387	02	49:59 (46J)	31.85
	Toppenish	98948	01	46:30 (43J)	82.50

*The "Route Classification and Evaluation" published in this Postal Bulletin may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

—Labor Relations Dept., 7–24–80.

ORANGE AIRMAIL BAGS ARE PRIORITY ITEMS. PROCESS THEM REGULARLY. SHIP THEM TO THE DEPOSITORY NEAREST YOUR INSTALLATION.

POSTAL BULLETIN INDEX

This is a complete index for POSTAL BULLETIN 21239 through 21251, covering April 1 through June 30, 1980. The index is printed quarterly.

Some articles are cited under more than one heading, and cross references are listed when needed. Lists of stolen money orders, U.S. or Canadian, are not indexed.

Where appropriate, the last column indicates the permanent issuance in which the POSTAL BULLETIN article will be incorporated. Where the permanent issuance will appear in the DOMESTIC MAIL MANUAL (DMM) to be published soon, the POSTAL SERVICE MANUAL reference is used in this index.

Extra copies of this BULLETIN may be ordered on Form 1286–A, *Publication Order Blank,* from the Eastern Area Supply Center.

April–June 1980

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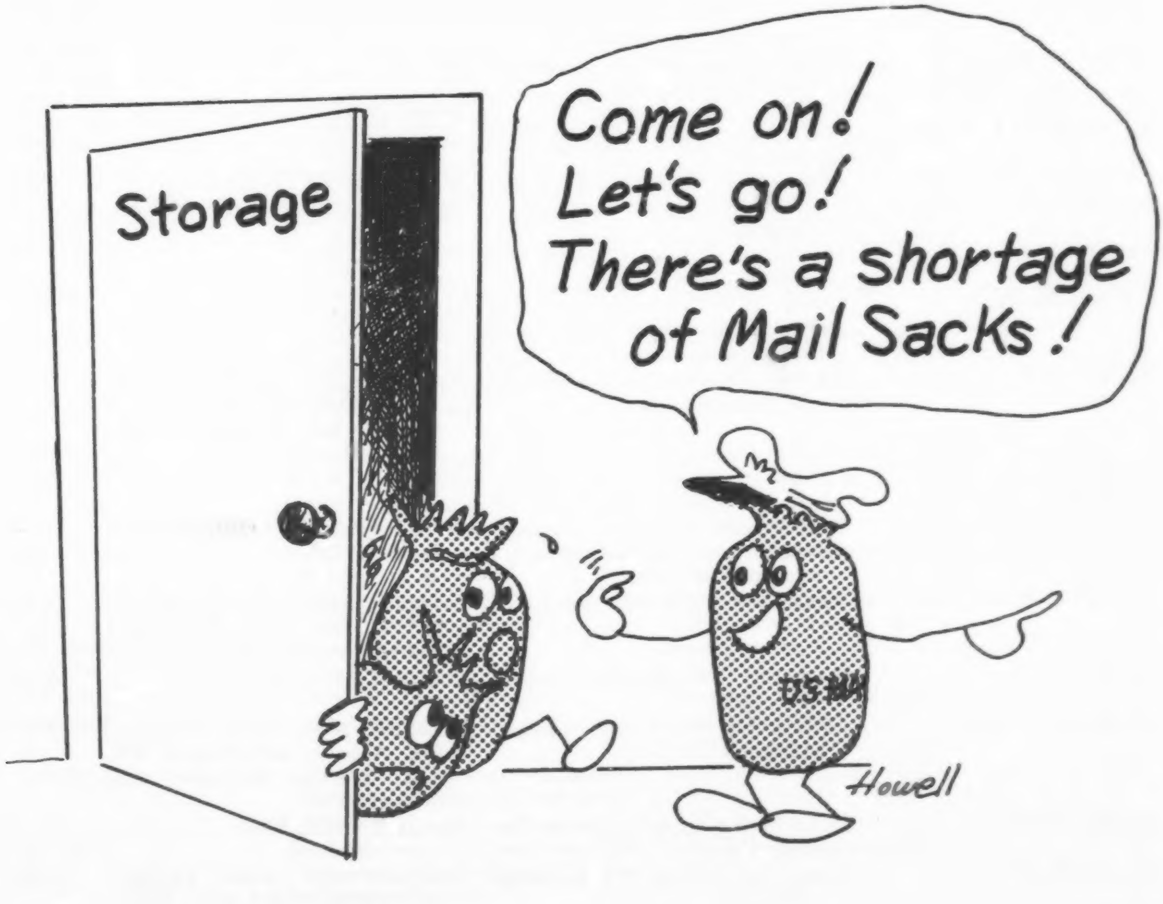
Zone Charts	21248	6–5	1	

—*Office of Management Services, 7–24–80.*


Storage
Come on! Let's go! There's a shortage of Mail Sacks!
US
Howell

MANAGEMENT INSTRUCTION UPDATE

Listed below are the currently effective Management Instructions (MIs), issued between May 1978 and July 18, 1980, and the distribution for each instruction. The MIs are grouped according to the subject manuals and chapters to which they relate. They may be filed in this order, or with the appropriate manual. The manuals are: ADMINISTRATIVE SUPPORT, DOMESTIC MAIL EMPLOYEE & LABOR RELATIONS, FINANCIAL MANAGEMENT, or POSTAL OPERATIONS.

MIs are distributed to specific audiences, such as area maintenance offices, MSCs, or FREBOs; therefore all facilities do not receive all MIs (see Distribution, below).

Current MIs

Number	*Title*	*Distribution (see below)*	*Date*
AS 310–78–3	Regional Directives	Standard, MSC, BMC, VMF, PSO.	9– 7–78
AS 340–78–1 (issued as GA 340)	Management Instructions	Standard, MSC, BMC, VMF, PSO.	5–19–78
AS 380–79–42	Organization Correspondence Codes.	Standard, PSO, FREBO	10–19–79
AS 510–79–19	National Facility Program, USPS and GSA.	Standard	6–15–79
AS 510–79–27	Tracking Energy Investment Program on the Facilities Management System.	RPMG, Reg. Fin. Dir., Reg. Gen. Mgr. MMD, Reg. Energy Coordinators, District Mgrs., recipients of RE&B Bul.	7–30–79
AS 510–79–47	Facility Minor Repair & Alterations.	Standard	11–20–79
AS 510–79–50	Acquisition and Allocation of Employee Parking.	Standard, MSC	12– 7–79
AS 510–80–1	National Environmental Policy Act Implementing Instructions.	Standard, FREBO	3– 4–80
AS 540–79–37	Heating Fuel Storage Tanks for Postal Facilities.	Standard	10– 2–79
AS 710–79–31	Contracting for Cleaning	Standard, PSO, CAG A–K	9–20–79
AS 710–80–2	Local Review of Technical Data Packages.	Standard, PSO	5– 6–80
AS 710–80–4	Approval of Sole-Source Contracts.	Standard, PSO, FREBO, TMO	7–18–80
AS 710–80–5	Unauthorized Contractual Commitments.	Standard, PSO, FREBO, TMO	7–18–80
AS 720–80–3	Developing Annual Requirements for Equipment Items.	Standard	7–16–80
DM 940–79–49	Change of Address Information to Election Boards or Registration Commissions.	...do	12–10–79
EL 350–78–5	Advisory Panels—Initial Level Supervisor Positions.	Standard, CAG A–J, BMC, VMF, PSO, AMO, FREBO, MCO, E&LR Inf. Centers, PEDC, PSC.	9–18–78
EL 350–79–13 (addition to 78–5)	do	do	6– 1–79
EL 350–79–1	Recruitment, Selection, Development, and Compensation of Master Instructors.	Standard, MOC, AMO, FREBO, MCO, PSO.	2– 8–79
EL 350–79–5	Postal Career Executive Service	Standard, MOC, AMO, FREBO, MCO, PSO, MSC, BMC, and PO with city delivery.	3–31–79
EL 350–79–14	Postmaster Identification Credentials.	Standard, MSC, BMC	5–29–79
EL 350–79–36	Orientation for Newly Assigned Managers.	Standard, MSC, BMC, Chicago, Los Angeles, Washington DC post offices, Kennedy and O'Hare AMF.	9–24–79
EL 350–79–40	PCES Performance Evaluation Programs.	Standard, MSC, BMC	10– 5–79
EL 350–79–43	Headquarters/Field Interchange Program.	Standard, MOC, AMO, FREBO, MCO, PSO, TMO, MSC, BMC, PO with city delivery.	10–23–79

Current MIs

Number	*Title*	*Distribution (see below)*	*Date*
EL 350–80–2	Development of PCES Candidates	Standard, MOC, AMO, FREBO, MCO, PSO, TMO, PEDC, MSC, BMC, Assoc. Office PM grade 21 and above.	2– 5–80
EL 410–79–3	Higher Level Pay	Standard	3–24–79
EL 410–79–28	Merit Performance Evaluation Program, FY 80.	Standard, MSC, BMC, VMF, PSO, CAG A–J.	8–31–79
EL 410–80–1	Salary Change—Non-Bargaining Unit.	Standard, MSC, BMC	1–18–80
EL 410–80–7	Merit Performance Evaluation Program.	Standard, CAG A–J	7–18–80
EL 430–79–33	Inequity Adjustments for Certain Postmasters & Supervisors—EAS 17–20.	Standard, MSC, BMC	9–18–79
EL 430–80–3	Pay and Leave Provisions for FLSA Exempt Employees.	Standard	6–28–80
EL–430–80–6	COLA for Certain Non-Bargaining Unit Employees.	Standard, MSC, BMC	4–28–80
EL 670–78–6	MSC Affirmative Action Week	Standard; MSC; PEDC; Los Angeles, Chicago, & Washington DC PO.	10– 3–78
EL 670–78–9	Regional EEO Program Evaluation Requirements.	Standard, MSC, BMC, CAG A–L	11–15–78
EL 670–79–12	Collection and Retrieval of Minority Designation Code Data.	Standard, MSC, BMC, AMF	5–29–79
EL 720–79–4	Professional and Specialist Trainee Program.	Standard	3–30–79
EL 720–79–7	PEDC Audit System	Standard, MSC	4–12–79
EL 720–80–5	Revenue Protection Training	Standard, MSC, PEDC	3–18–80
EL 730–79–9	Maintenance Career Progression Program (MCPP).	Standard, pilot offices	4–19–79
EL 730–79–11	Management Associate Program	Standard, MSC, BMC, PEDC	5–21–79
EL 730–79–21	Standard Training Program for New Window Clerks.	Standard, MSC, PEDC CAG A–K	7– 1–79
EL 730–79–22	Management Trainee Program	Standard, MSC, BMC, PEDC	6–25–79
EL 730–79–35	Standard Mail Classification Training Program.	Standard, MSC, MCC, PEDC	9–21–79
EL 820–80–4	Procurement of Prescription Safety Glasses.	Standard, MCS, PEDC	3–11–80
FM 320–80–1	Electronic Funds Transfer (EFT)	Reg. Dir. Fin., Gen. Mgrs	2– 1–80
FM 520–78–7	Procedure for Closing Facility/Fixed Mechanization Projects.	Standard, MSC, FREBO, PSO, BMC.	10–31–78
FM 920–79–8	National Workhour Reporting System for MOD 1 Officers.	Standard, MSC, PSDS	4–21–79
FM 920–79–45	NWRS for Timecard Offices	Standard, MSC, BMC, PDC	11–15–79
FM 920–79–46	NWRS for MOD 1 Offices	Standard, MSC, BMC, PSDS	11–23–79
PO 110–79–26	Post Office Postage Meters (heads and bases).	Standard, MSC for delivery to CAG A–H.	7–20–79
PO 150–79–48	SSPC Management Improvement Program.	Standard, and post offices with SSPCs.	11–29–79
PO 210–79–29	Application of FLSA to Certain Contract Unit Contracts.	Standard, MSC, PSO, select contract offices.	9–17–79
PO 210–79–30	Contract Units	Standard, MSC, PSO, select contract offices.	9–17–79
PO 240–79–41	"Dummy" Stamp Coils	Standard, MSC, and BMC	10– 8–79
PO 410–80–2	Quality Control	Standard, MSC, SCFs, BMC, AMF, and select post offices.	4– 8–80
PO 530–80–3	Highway Contracts—Economic Pay Adjustments—Advertised Contracts.	Standard, MSC, and BMC	6– 6–80
PO 530–80–4	Establishment, Renewal, and Conversion of Box Delivery Highway Contract Routes.	Standard, MSC, and BMC	7–17–80
PO 610–79–24	Delivery Unit Volume Recording	Standard, regions in bulk	7–16–79

Current MIs

Number	*Title*	*Distribution (see below)*	*Date*
PO 720–80–1	Mobile Bulk Fuel Truck/Tankers Operational and Safety Procedures.	Standard, MSC, VMF, and PSO	2–26–80
PO 740–79–25	GSA Gasoline Credit Cards	Standard, MSC, BMC, VMF, PSO.	7–20–79
PO 750–79–15	Sale of Postal Vehicles	Standard, MSC, PSO, VMF	5–30–79

Distribution

Abbreviations used above:

AMO: Area Maintenance Offices
FREBO: Field Real Estate and Buildings Offices
MCC: Mail Classification Centers
MCO: Maintenance Capable Offices
MMD: Maintenance Management Divisions
MOC: Mechanization Overhaul Centers
PEDC: Postal Employee Development Centers
PSC: Postal Service Centers
PSDS: Postal Source Data System Offices
PSO: Procurement Services Offices
VMF: Vehicle Maintenance Facilities

Standard distribution is made to:

Select Headquarters Offices
Regional Headquarters
Regional Inspectors
Inspectors-in-Charge
District Managers
Postal Data Centers
ADP Centers
Supply Centers
Mail Equipment Shops
Area Overhaul Centers
Transportation Management Offices
Mailbag Depositories & Repair Centers
PST&DI Field Centers
National Test Administration Center

Rescissions

Management Instructions which have been superseded between May 1978 (when MI directives began) and July 18, 1980 are:

Number	*Title*	*Superseded by*
AS 510–79–32	Acquisition and Allocation of Employee Parking	AS 510–79–50
AS 710–79–16	Approval of Sole Source Contracts	AS 710–80–4
AS 710–79–17	Unauthorized Contractual Commitments	AS 710–79–20
AS 710–73–20	Unauthorized Contractual Commitments	AS 710–80–5
EL 350–78–4	Headquarters/Field Interchange Program	EL 350–79–43
EL 410–78–2	Merit Performance Evaluation Program FY 79	EL 410–79–28
EL 412–78–10	Salary Changes for Certain Non-Bargaining Unit Employees	EL 410–79–2
EL 410–79–2	Salary Changes for Certain Non-Bargaining Unit Employees	EL 410–79–18
EL 410–79–18	Salary Changes for Non-Bargaining Unit Employees—NCD Postmasters, PMS Supervisors and Certain EAS Employees.	EL 410–79–34
EL 410–79–34	Salary Changes—Non-Bargaining	EL 410–80–1
EL 430–79–10	Overtime, Premium Pay, and Leave Provisions for Certain FLSA-Exempt Employees.	EL 430–80–3
EL 670–79–23	Minority Group Census Revalidation	Expired 11–1–79
EL 730–78–8	Standard Training Program for New Window Clerks	EL 730–79–21
EL 730–79–6	Management Trainee Program	EL 730–79–22
FM 920–79–38	NWRS for MOD 1 Offices & NY and Chicago BMCs	FM 920–79–46
FM 920–79–39	NWRS for Timecard Offices	FM 920–79–45

—Office of Management Services, 7–24–80.

MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices, including Inspection Service Forms 577, should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below). Destroy PB 21253 listing. **B. Old Style.** (Gray). **C. Counterfeit.** The listing from PB 21240 remains valid for both B. and C.

165 705 7000 to 7999
206 493 4600 to 4799
206 793 5600 to 6499
208 287 8700 to 8899
209 728 2600 to 3099
210 868 4500 to 4699
211 238 0459 to 0999
211 436 5608 to 5699
213 578 4229 to 4399
213 822 5800 to 6299
215 538 0200 to 0499
216 678 6072 to 6999
217 210 7100 to 7299
217 241 5400 to 5799
217 268 2574 to 2699
217 667 3400 to 3599
217 672 4200 to 4599
217 902 4181 to 4299
218 755 4591 to 4699
220 350 0000 to 0999
221 371 4600 to 4999
221 626 2100 to 2299
221 661 5318 to 5499
222 224 8100 to 8499
222 536 2000 to 2299
224 206 6395 to 6499
224 554 9830 to 0399
225 268 1655 to 1799
225 711 9700 to 9999
225 712 0000 to 0999
225 767 2000 to 2299
227 097 4600 to 4699
227 254 9800 to 0099
227 611 4000 to 4599
228 660 5976 to 5999
229 117 4866 to 4999
229 346 9900 to 9999
229 434 3500 to 3599
229 531 9700 to 9899
229 563 1918 to 1999
229 576 1800 to 1899
230 406 2975 to 2999
230 826 8683 to 8799
231 126 6475 to 6499
231 147 0883 to 1499
231 525 7893 to 7999
232 295 7249 to 7599
232 319 6535 to 6599
232 426 6620 to 6699
232 665 0292 to 0399
233 262 7907 to 7999
233 407 5872 to 5899
233 516 6100 to 6199
233 638 1200 to 1799
234 031 6456 to 6999
234 064 8437 to 8499
234 261 4500 to 4599
234 431 3655 to 3699
234 500 2944 to 2999
234 659 4000 to 4199
234 659 8700 to 8999
234 742 1948 to 1999
234 802 1060 to 1199
234 997 1000 to 1599
235 254 2060 to 2099
235 439 6181 to 6299
235 644 7061 to 7099
235 925 8767 to 8799
236 145 5082 to 5099
236 388 4842 to 5099
236 467 6573 to 6599
236 566 2555 to 2599
236 576 9520 to 9599
236 755 8000 to 8099
236 937 5803 to 5999
236 941 5400 to 5499
237 413 7500 to 7599
237 423 4111 to 4199
237 457 5600 to 5699
237 457 5800 to 5899
237 574 8657 to 8799
237 702 6823 to 6899
237 702 6921 to 6999
238 165 7700 to 7799
238 169 7587 to 7599
238 377 4508 to 4599
238 377 4607 to 4699
238 586 3100 to 3299
239 199 0700 to 1099
239 204 9916 to 9999
239 481 4728 to 4799
239 549 7116 to 7499
239 575 2000 to 2199
239 596 4800 to 4999
239 640 5708 to 5728
239 724 1489 to 1499
239 985 7000 to 7499
240 042 3151 to 3169
240 108 6501 to 6599
240 252 6400 to 6899
240 256 2900 to 3199
240 559 4363 to 4399
240 639 3561 to 3599
240 855 7000 to 7099
240 901 5900 to 5999
241 081 9274 to 9299
241 224 7209 to 7299
241 685 5124 to 5199
241 694 1800 to 1899
241 753 7766 to 7799
241 902 2600 to 2799
242 021 2262 to 2499
242 585 4155 to 4299
242 591 4500 to 4699
242 605 0000 to 0999
242 621 8314 to 8399
242 781 0789 to 0799
242 816 1337 to 1399
243 112 4109 to 4120
243 228 7200 to 7499
243 766 6730 to 6799
243 805 0000 to 0299
243 906 7800 to 8199
244 299 2000 to 2199
244 366 8800 to 8899
244 381 3024 to 3099
244 525 0719 to 0799
244 657 7700 to 7899
244 678 2333 to 2499
244 742 7748 to 7799
244 743 7100 to 7399
244 895 5575 to 5599
245 103 9300 to 9399
245 103 9400 to 9499
245 118 6754 to 6768
245 279 1420 to 1499
245 279 1510 to 1599
245 591 1626 to 1799
245 695 0346 to 0399
245 973 2677 to 2699
246 076 7300 to 7399
246 155 4048 to 4099
246 155 5000 to 5499
246 402 6511 to 6599
246 608 6300 to 6399
246 609 9545 to 9799
246 741 2082 to 2099
246 816 2600 to 2699
246 973 1372 to 1399
247 012 0500 to 0599
247 066 9300 to 9399
247 086 4200 to 4299
247 113 5635 to 5699
247 490 1960 to 1999
247 490 2086 to 2099
247 497 4000 to 4099
247 544 0200 to 0214
247 575 4400 to 4499
247 929 6417 to 6799
247 983 1511 to 1899
248 120 4322 to 4399
248 244 7246 to 7299
248 317 7624 to 7699
248 397 2163 to 2199
248 423 4864 to 4999
248 440 7916 to 7971
248 718 7317 to 7399
249 680 4872 to 4899
249 945 6900 to 6999
249 996 6000 to 6099
249 996 6300 to 6499
250 452 4971 to 4999
250 483 0600 to 0699
250 547 7046 to 7099
250 565 7029 to 7099
250 833 7200 to 7399
250 951 4340 to 4363
250 991 9778 to 9799
251 518 6281 to 6399
251 964 6056 to 6199
251 997 2913 to 2999
252 171 2041 to 2056
252 206 2101 to 2199
252 206 9532 to 9599
252 235 4400 to 4499
252 235 4581 to 4899
252 238 2299 to 2399
252 432 6988 to 6999
252 891 1159 to 1199
253 175 2670 to 2699
253 192 7311 to 7399
253 293 5931 to 5940
253 446 4033 to 4099
253 547 6013 to 6049
253 547 6054 to 6099
253 747 6924 to 6999
254 107 8590 to 8599
254 107 8913 to 8999
254 259 8867 to 8899
254 259 8951 to 9099
254 740 8408 to 8445
255 125 5568 to 5599
255 125 8500 to 8599
255 150 5300 to 5399
255 176 5373 to 5399
255 276 0949 to 0999
255 281 2647 to 2699
255 440 4800 to 4899
255 440 4900 to 4999
255 754 3621 to 3699
255 857 4749 to 4799
256 140 5400 to 5499
256 193 5100 to 5159
256 695 0525 to 0599
258 480 2600 to 2899
258 618 0254 to 0299
258 643 2765 to 2774
258 950 5217 to 5299
258 950 5433 to 5499
259 084 1386 to 1399
259 227 0000 to 1499
259 628 0936 to 0999
259 745 1300 to 1499
259 783 7821 to 7899
259 825 5819 to 5899
259 950 3053 to 3099
259 950 3300 to 3499
260 012 7441 to 7499
260 039 2699 to 2999
260 144 7415 to 7499
260 198 2856 to 2898
260 324 9000 to 9099
260 479 3500 to 3599
261 052 5271 to 5299
261 459 5800 to 5899
261 459 6722 to 6799
261 533 2067 to 2299
800 502 3000 to 3999
800 941 7900 to 7999
801 278 3600 to 3999
801 579 6056 to 6098
801 629 1900 to 1999
802 029 5199 to 8999
802 265 0575 to 1999
802 774 0000 to 4999

Warning Notice—Unrecovered Stolen Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)

The following money orders are void and should not be cashed: (1) All card type orders. (2) New style orders 000,000,001—199,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, KIA OB1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21251 article.

200,400,512 to 0,600
200,467,313 to 7,500
201,328,601 to 9,300
201,963,699 to 3,800
201,980,250 to 0,299
202,545,957 to 6,000
207,218,569 to 8,600
208,872,242 to 2,257
209,190,001 to 5,000
210,301,801 to 2,000
210,835,285 to 5,300
210,935,633 to 5,700
212,900,201 to 0,300
213,345,001 to 5,100
213,504,865 to 5,000
216,823,954 to 4,000
217,621,979 to 2,100
217,622,401 to 2,800
218,660,066 to 0,700
219,494,026 to 4,130
219,692,001 to 2,100
224,126,989 to 7,100
226,781,246 to 1,400
226,073,655 to 3,700
227,129,004 to 9,400
227,564,701 to 4,800
229,000,595 to 0,600
229,083,686 to 3,700
229,428,120 to 8,300
230,004,990 to 5,200
230,143,701 to 4,000
231,387,001 to 7,500
234,067,232 to 7,300
235,833,783 to 3,800
237,386,845 to 7,000
238,758,669 to 8,730
239,162,130 to 2,200
239,863,796 to 3,870
239,864,826 to 4,900
240,362,301 to 2,600
241,535,801 to 6,000
242,545,470 to 5,800
242,917,801 to 8,000

243,920,027 to 0,100
244,343,084 to 3,100
244,583,557 to 3,600
245,740,589 to 0,600
245,767,347 to 7,400
247,636,179 to 6,200
247,649,190 to 9,200
247,760,081 to 0,100
250,442,960 to 3,000
252,160,301 to 0,393
252,494,635 to 4,700
253,094,279 to 4,400
253,181,800 to 1,900
253,641,268 to 1,300
254,680,851 to 0,900
259,412,918 to 2,954
261,707,201 to 7,400
261,766,701 to 6,800
262,740,206 to 0,300
263,414,901 to 5,800
264,474,080 to 4,300
266,472,561 to 2,860
268,746,401 to 6,500
270,677,679 to 7,696
272,291,501 to 1,600
274,450,824 to 0,900
274,873,716 to 4,100
275,288,303 to 8,700
278,286,361 to 6,400
278,737,201 to 7,300
278,846,365 to 6,600
282,204,343 to 4,700
282,909,819 to 9,900
284,943,445 to 3,500
285,397,992 to 8,400
286,837,601 to 7,900
288,349,047 to 9,500
288,657,574 to 7,600
291,853,923 to 3,969
295,946,650 to 6,661
296,077,001 to 7,053
296,077,201 to 7,300

297,173,660 to 3,900
297,213,342 to 3,500
297,444,801 to 5,500
297,700,501 to 0,700
298,072,101 to 2,600
299,902,655 to 2,700
305,253,101 to 3,600
306,165,495 to 5,500
306,698,463 to 8,500
306,933,345 to 3,400
307,200,601 to 1,000
307,806,061 to 6,100
310,917,957 to 8,100
310,956,020 to 6,200
311,577,901 to 8,100
311,994,658 to 4,700
314,162,132 to 2,200
315,105,301 to 5,500
315,788,118 to 8,140
317,630,301 to 0,400
321,087,737 to 7,800
321,272,306 to 2,400
321,489,229 to 9,300
322,180,820 to 1,000
323,294,360 to 4,400
323,296,838 to 6,856
323,297,695 to 7,730
323,485,231 to 5,240
323,997,101 to 7,400
326,023,246 to 3,300
328,436,401 to 6,500
331,892,798 to 3,000
332,069,432 to 9,500
336,646,801 to 7,300
336,661,265 to 1,500
336,825,701 to 7.000
336,909,925 to 0,000
337.395,212 to 5,300
338,038,706 to 8,800
338,891,701 to 2,200
339,519,801 to 9,900
339,735,184 to 5,200

340,711,001 to 3,000
341,462,701 to 2,900
343,703,708 to 3,900
343,760,901 to 1,000
343,945,919 to 5,940
344,536,201 to 6,400
344,821,230 to 1,297
344,854,601 to 4,700
345,299,801 to 9,900
345,986,501 to 6,600
347,238,201 to 8,300
347,975,946 to 5,959
348,086,296 to 6,300
348,190,501 to 0,900
349,779,757 to 9,800
351,452,949 to 3,000
351,490,001 to 0,600
353,461,741 to 1,800
355,360,601 to 1,000
357,010,401 to 0,500
357,339,409 to 9,455
358,180,401 to 0,600
359,269,750 to 9,790
359,547,122 to 7,150
359,790,481 to 0,540
359,791,901 to 1,920
359,994,676 to 4,700
361,168,730 to 8,900
361,201,906 to 2,100
362,295,806 to 5,819
363,463,501 to 4,500
363,475,801 to 6,100
363,496,901 to 7,000
363,633,090 to 3,100
363,794,701 to 5,200
365,301,401 to 1,500
365,867,517 to 7,600
366,967,107 to 7,200
368,108,160 to 8,600
368,416,575 to 6,600
374,988,860 to 8,880
375,079,981 to 80,030

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OUT IS IN
turn out lights when not needed

UNITED STATES POSTAL SERVICE
WASHINGTON, D.C. 20260
OFFICIAL BUSINESS

PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE, $300

U.S.MAIL

FIRST CLASS

Schedule. The Postal Bulletin is published every Thursday by the Directives and Forms Division of the U.S. Postal Service, Washington, DC 20260.

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  U.S. Government Printing Office
  Washington, DC 20402
    Single copy: $1.25; $1.60 foreign
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Postal facilities:
  For one time orders, send Form 7380 to the Eastern Area Supply Center.
  To change quantity received, send Form 1286 to the Directives and Forms Division, giving justification.

21256

UNITED STATES POSTAL SERVICE U.S. MAIL

postal bulletin

PB 21256—July 31, 1980—12 Pages

ASM Revision

Architect/Engineer Services

A new section to be added to the Administrative Support Manual was published in Postal Bulletin 21240 (4–10–80). It is revised as follows:

518.223 Term Agreements

Agreements with Architect/Engineer (A/E) firms for professional services, on a term basis, required in connection with repair and alteration projects, energy surveys/designs, and environmental studies are permitted subject to the following conditions:

a. The base term of the contract will be for a period of one-year with two one-year renewal options. The term of the agreement must be published with the annoucement for A/E services.

b. Each exercise of a renewal option requires a justification statement and approval of the Regional Director, Real Estate and Buildings Department.

c. When an agreement (including options) expires, the A/E will not be eligible for a new term agreement for one year.

d. The total value of work orders including feasibility studies, cost estimating, design, construction inspection or supervision and any other support costs for any individual project shall not exceed $25,000.

e. The design fee for each task issued under a term agreement must be negotiated separately and may not exceed 8% of the estimated construction cost.

f. Total professional fees obligated under a term agreement may not exceed $100,000 per year.

g. The evaluation and selection of architect/engineer firms to perform professional services under a term agreement will be conducted using the Architect/Engineer selection procedures set forth in Section 18–605 of the Postal Contracting Manual (PCM).

h. Each term agreement scope of work will be limited to a geographic area (such as a single SMSA or a group of named, contiguous towns, small cities, or rural counties, or a combination of these), which has been described in the published announcement for A/E services.

i. Each term agreement for A/E services must contain a specific description of: (1) the services to be performed; and (2) the method and rates for determining the fees to be paid.

j. One-time deviations from this Section 518.223 may be made or authorized by the following listed personnel within the limits of their delegated authority provided that special circumstances justify such a deviation. Approval must be in writing.

Assistant Postmaster General
Real Estate and Buildings Department

Director
Office of Design and Construction Management
Real Estate and Buildings Department

Director
Real Estate and Buildings Department
Regional Headquarters

k. Audit requirements are as specified in PCM 3–809(b) and 18–607.8.—*Real Estate & Buildings Dept., 7–31–80.*

Postal Savings System Inquiries

Customers inquiring about Postal Savings Accounts and Postal Savings Certificates should not be advised to write to USPS Headquarters.

For information and assistance concerning Postal Savings Accounts or Certificates, customers must write to:

U.S. Treasury Dept.
Bureau of Government Financial Operations
Division of Financial Management
Claims Review & Settlement Branch
Washington, DC 20226

This information is contained in Part 944, DOMESTIC MAIL MANUAL and in section 335 of Handbook F–1, *Financial Handbook for Post Offices.—Finance Dept., 7–31–80.*

Gold Medallion Reminder

Over 20% of the gold medallion orders accepted by postal facilities and received by the Mint are arriving without a datestamp in the circle on the left front of the mailer. Remind all window clerks that **both the order form and the outside of the mailer are to be datestamped.** The inside datestamp verifies the date of the order, while the outside datestamp speeds up processing.—*Delivery Services Dept., 7–31–80.*

Motor Vehicle P-Tags

Motor Vehicle P-Tags, identified as supply item D1769 in Publication 24, *Supply Catalog,* have been available only from the Eastern Area Supply Center, issued only to Vehicle Maintenance Facilities.

Effective immediately, the Eastern Area Supply Center will issue Item D1769 **only** to Regional Vehicle Service Branches. Other postal facilities needing this item should make the request to their Regional Vehicle Services Branch Manager.

The above change will be incorporated in the next revision to Publication 24. Please note this change in your copy of Publication 24, pending receipt of the revision.—*Procurement & Supply Dept., 7–31–80.*

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P1.3:

POM Revision

RAIL PIGGYBACK PAYMENT

There are times in mail transportation service when trailers are transported over routes or segments for which there are no rates in effect. This can be caused by the dispatching office using erroneous routing instructions, or by the origin rail carrier misrouting a trailer. The following instructions establish a standard operating procedure to effect payment when there are no rates in effect.

ROUTING INSTRUCTION ERROR

A. Forms to Use.

1. Form 5186. For each trailer tendered to a rail carrier for line haul transportation, the dispatching office prepares Form 5186, *Routing Instructions for Rail Movement*. This form is used for both bulk mail trailers and plant loaded trailers. To minimize incorrect routing instructions shown on this form, the dispatching office should verify the routing with the area Transportation Management Office (TMO), where copies of all rail contracts are on file.

2. Form 5071. If incorrect routing instructions are issued and the trailer in question is misrouted, Form 5071, *Car/Van Movement Record* (used for certification of payment) will be returned to the dispatching office (TMO, BMC, or other post office facility dispatching rail trailers) by either the office at destination certifying payment or by the St. Louis Postal Data Center (PDC).

a. It is possible for the receiving office to determine a misrouting in certifying service performed. If so, they return the Form 5071 to the dispatching office, indicating that a misrouting occurred. The dispatching office then proceeds according to these instructions.

b. Should the receiving office fail to detect an error in routing and certify that service was performed, the PDC returns the Form 5071 to the dispatching office if no rate is in effect to protect the movement.

B. Processing Forms. The origin area TMO is responsible for all processing of returned Forms 5071. Consequently, any dispatching office, if not a TMO, will forward the form to its TMO, attaching a copy of Form 5186 with an explanation of why or how the misrouting occurred.

1. TMO Procedure. When the file is received from a dispatching office, or if the TMO is the dispatching office, the manager (or designate) contacts the railroads involved in the routing to obtain a rate and any accessorial charges. The TMO, after receipt of that quote in writing, prepares Form 5994, *Payment Authorization for Railway Service Performed,* attaching:

a. Form 5186

b. Revised Form 5071

c. Letter from rail carriers

d. An explanation of occurrence.

The entire file is sent to the TMO's regional office for review and approval.

2. Regional Office Procedure. The entire file is reviewed by the regional office to be sure Form 5994 is correct and appropriate, and to determine if corrective measures should be taken. If the file is found to be in order the form is endorsed by the General Manager, Logistics Division, and forwarded to the Contracting Officer at Headquarters.

3. Contracting Officer's Procedures. When Form 5994 and file are received, the Contracting Officer or designate reviews the file to be sure the figures on Form 5994 are correct, the issuance of the form is necessary, and whether corrective measures should be taken to prevent future occurrences. If the file is in order, Form 5994 is executed and copies distributed:

a. original to Postal Data Center

b. copy 1—rail carrier

c. copy 2—regional office

d. copy 3—retained by Contracting Officer

4. Incomplete File. A Form 5994 and file submitted to the Contracting Officer is not considered complete unless it contains:

a. Form 5994 properly and completely prepared

b. Letter from railroad containing rate or charge for service performed

c. A revised Form 5071 prepared by origin TMO

d. Form 5186

e. An explanation of the misrouting

MISROUTING CAUSED BY RAIL CARRIER

In the event a rail carrier mishandles a trailer of mail, adjustments may need to be made, using Form 5994 if the trailer is transported over a segment of a railroad for which there is no rate in effect.

As it is not probable that a dispatching office will detect a misrouted trailer caused by a railroad mishandling, it is the responsibility of the receiving office to verify the actual route of movement of each trailer delivered to destination by a carrier not shown on Form 5071.

A. Receiving Office Procedure

1. When a misrouting is detected by the receiving facility, those responsible for certifying service make copies of the Form 5071 to make the necessary adjustments, i.e., those trailers that moved according to program are certified on the original form; trailers that were not transported according to program are *red lined* on the original form. The copies made by the receiving office certify the unauthorized movement, in which case all other trailers will be *red lined.*

2. The receiving office sends their certified copies to the PDC for payment and also sends a copy of the unauthorized Form 5071 to the origin TMO, showing the actual route of movement. It may be necessary in such an instance for the dispatching office to prepare Form 5994 for all or a portion of the movement. The PDC will effect payment for that portion of the movement covered by the contract.

B. Origin TMO Procedure

1. Upon receipt of Form 5071 from the receiving facility, a determination is made as to how payment is to be accomplished. If the unauthorized movement is protected by a contractual rate, payment is made by the PDC. If there is no rate in effect, the origin TMO prepares a Form 5994 and processes accordingly.

2. In every such instance, the charges applied for the actual route of movement are compared with the programmed move, and should the charges be greater for the actual movement than the programmed routing, a deduction is effected on

Form 5994 against the erring railroad account.

3. Whenever a Form 5994 is used to effect payment, the file is forwarded to the regional office for review and consists of:

a. Form 5994 with full explanation of what is being certified for payment.

b. Form 5994 if a deduction from a railroad's account is to be effected.

c. Form 5071 showing unauthorized movement properly certified by the receiving office.

d. Letter from the railroad company containing rate and/or charge to be applied.

e. Form 5186 routing instructions.

C. Regional Office Procedure

The entire file is reviewed by the Regional Office to be sure Forms 5071 and 5994 are correct. If Form 5994 is included, it is endorsed by the General Manager, Logistics Division, and forwarded to the Contracting Officer for execution. In this manner, the Contracting Officer will know immediately that proper adjustments have been made.

UNDETECTABLE MISROUTINGS

1. Misroutings may be effected by rail carriers that cannot be detected by origin or destination. This usually occurs when more than two carriers are involved in the routing and the misrouting occurs with the intermediate carriers. In such instances we will not learn of this misrouting until a carrier submits a claim for payment to the PDC.

2. Not being able to effect payment for such a move when there are no certifying documents, the PDC notifies the origin TMO of the railroad claim.

3. The origin TMO researches the file, and if satisfied that the claim is valid, makes the following adjustments:

a. Prepares Form 5994, deducting the amount certified on the original Form 5071 for those carriers who did not participate in the routing or to adjust the amount of a carrier who participated in the routing and for which there is a contractual rate in effect for the actual route of movement.

b. Prepares Form 5071 for the actual route of movement if such movement is protected by contractual rates.

c. Prepares Form 5994 to effect payment for that portion of the movement not protected by contractual rates and process accordingly.

d. Should the charges for the actual route of movement exceed those for the programmed movement, a Form 5994 is issued, deducting the difference from the erring railroad account.

e. The misrouting file, with all necessary forms, is sent to the TMO's regional office for review and necessary action, i.e., execute all Forms 5994.

Exceptions

In the event of a misrouting and the procedures contained in these instructions are inappropriate, the office responsible for processing should contact the Contracting Officer (or designate) for further instructions.

These instructions will be included in a future revision to the POSTAL OPERATIONS MANUAL (POM). They supersede instructions in the old POSTAL SERVICE MANUAL regarding Forms 5020B and 994. These forms are obsolete and are not to be used after the new Form 5994 becomes available.—*Mail Processing Dept., 7–31–80.*

Property Code Number Changes

Handbook F–43, *Property Code Numbers,* was revised November 15, 1979 and provides space at the bottom of each page to allow room for temporarily recording new PCN additions, changes and deletions until the affected pages are reprinted. To keep the handbook current, make the following changes in the three sections: PCN Numeric, Budget Index Code (BIC) and Alphabetical Sequence.

Change action	Class	BIC	Property code No.	Commitment account No.	Service life	Description
Change......	A	1NY	3174. 02	86531	10	Indentation Reader
Addition.....	A	1HL	3177. 10	86531	10	Telephohe System
Change......	A	1ME	3577. 03	86531	15	Projector-Viewer/Film/Slide
Addition.....	A	1HF	3715. 16	86531	15	Dup Eq Offset System
Change......	A	3TV	3771. 18	86533	10	Micro Duplicator Processor
Change......	A	3TV	3771. 19	86533	10	Micro Duplicator Printer
Addition.....	A	2JF	4111. 08	86432	20	Scale Computing Electronic
Change......	A	3KK	4641. 02	86433	10	Mach Vend Stamp MOD 53
Addition.....	A	1RB	8533. 13	86531	10	Cafe Eq Conveyor Toaster

—*Finance Dept., 7–31–80.*

Consumer Service Card Holder

All management sectional centers will soon be receiving a supply of new Poster 31–B, *Consumer Service Card Holder*. These card holders should be distributed to CAG A through J offices within each MSC, furnishing post offices with sufficient quantities for all classified stations and branches. The new holders/display units were initially placed into use last fall at the 100 largest post offices.

If additional card holders are needed, a limited quantity will be available for ordering through the supply centers. Distribution will be restricted to CAG A through J offices until another supply is available in September.

Poster 31–B is designed for public display of a new, larger, four-part Consumer Service Card, 4314–C, which will be placed into use later this summer. Until the larger 4314–C is distributed, the present cards may be used in the Card Holder.—*Customer Services Dept., 7–31–80.*

Domestic First Flight Cachet

United Airlines has announced three new service routes beginning on September 3, 1980. The flights will provide round trip, non-stop service between Chicago, IL, and Houston, TX; Minneapolis/Saint Paul, MN, and Denver, CO; and Chicago, IL, and Kansas City, MO.

Official cachet and philatelic treatment are outlined in 244.63, POSTAL OPERATIONS MANUAL.

To prepare and send covers for official philatelic treatment, follow these procedures:

1. Address all covers.
2. Applicable rate of postage per cover is 15 cents for the first ounce, 13 cents for each additional ounce up to 12 ounces.
3. Allow a clear space, 2½ by 2½ inches, on the lower portion of the envelope and to the left of the address, for the cachet.
4. Provide an additional clear space of 1½ inches to the left of the innermost stamp to permit a clear postmark.
5. Include in each envelope a uniform enclosure of the approximate thickness of a postal card to assure a good impression.
6. Enclose the prepared covers in another envelope and indicate segment desired by pencil notation in the upper right hand corners of the covers.
7. Mail the covers to reach the office applying the cachet no later than three days before the scheduled date of the flight.
8. Endorse the lower left corner of the outer envelope containing the covers with *First Flight Covers* for easy identification, and address as follows:

Cachets to be applied by	*Send covers to*
Chicago City Post Office	Postmaster Main Post Office Chicago, IL 60607
O'Hare Airport Mail Facility	Operations Manager Airport Mail Facility O'Hare International Airport Chicago, IL 60666
Houston City Post Office	Postmaster Main Post Office Houston, TX 77201
Houston Airport Mail Facility	Manager Airport Mail Facility Houston, TX 77205
Saint Paul City Post Office	Postmaster Main Post Office Saint Paul, MN 55101
Minneapolis/Saint Paul Airport Mail Facility	Superintendent Minneapolis/Saint Paul Airport Mail Facility Saint Paul, MN 55111
Denver City Post Office	Postmaster U.S. Post Office Denver, CO 80202
Denver Airport Mail Facility	Station Manager Airport Mail Facility 3550 Roslyn Denver, CO 80207
Kansas City, MO City Post Office	Postmaster Main Post Office Kansas City, MO 64108
Kansas City Airport Mail Facility	Operations Manager Airport Mail Facility Kansas City International Airport 156 Paris Street Kansas City, MO 64195

Covers bearing previous postmarks and those not prepared according to these instructions will not receive cachets or cancellations.

There will be a limit of 50 covers per customer per flight.—*Customer Services Dept., 7–31–80.*

All CAG A through G Post Offices

Customs Collections

Beginning with Accounting Period 11, the reporting of customs collections to the Regional Commissioner of Customs will be governed by the following:

New York City—daily

All other CAG A through G post offices—by postal accounting period.

Exceptions to this criteria are authorized in offices receiving an average of ten or fewer collections per week. Under this exception, collections may be submitted individually using the procedures outlined in Section 662.4 of the Handbook F–1, *Financial Handbook for Post Offices.* Form 2932, *Customs Collections Summary,* will not be prepared for individual submissions.

This change will be included in a future update of Handbook F–1.—*Finance Dept., 7–31–80.*

PCM Revision

Increase in Contracting Authority

Publication 41, POSTAL CONTRACTING MANUAL, sets forth Delegations of Contracting Authority and Responsibility. Such authority is used in obtaining supplies and services for efficient postal operations. Contracting authority delegated to the Regions (and the authority to redelegate it) is increased as shown in these changes to the PCM.

In 1–407.2:

(a) (3) (i), substitute "$300,000" for "$200,000."

(b) (1), substitute "$50,000" for "$30,000."

(d), substitute "$750" for "$500."

In 1–407.3:

(a) (1) and (2), substitute "$200,000" for "$100,000."

(c), substitute "$750" for "$500."

The changes to 1–407.2 increases the authority of Regional Postmasters General to contract for property or services, increases the maximum contracting authority for property and supplies redelegable to PSO managers, and increases the maximum contracting authority redelegable to District Managers, MSC Managers, BMC Managers, CAG A–J Postmasters, Fleet Operations Managers, and Vehicle Maintenance Managers.

The changes to 1–407.3 increases the contracting authority of the Field Directors, Supply Centers, as set forth in 1–407.3(a) (1) and (2), and increases the contracting authority of the Manager, Mail Equipment Shops; Regional Chief Inspectors; PDC Directors; ADP Center Directors; and the Director, Maintenance Technical Support Center.

The increases in contracting authority in 1–407.2(a) (3) (i) and 1–407.3 are effective immediately. Contracting officers with contracting authority pursuant to redelegations authorized by 1–407.2(b) (1) or (d) may exercise increased contracting authority only to the extent such authority is redelegated to them by the Regional Postmasters General.

These changes will be incorporated in a future revision to the POSTAL CONTRACTING MANUAL.—*Procurement & Supply Dept., 7–31–80.*

All Personnel Processing Mail for Dispatch Abroad

Foreign Order Notice 15

Keep all foreign order notices for use as reference.

A tentative Lottery order has been issued against:

CANADA

Delta, B.C.

Coronet of Canada
P.O. Box 163 and
P.O. Box 163

Vancouver, B.C.

Canadian National Services
M.P.O. Box 3842
349 W. Georgia St.

Baldwin Group
Box 2680

Pacific Rim Agencies and
Customer Accounts
3rd Floor—800 W. Pender St.

IRELAND

Claregalway, Co. Galway

Mrs. Jerry O'Brien
Slievefinn

Terenure, Dublin

Angela Flynn
44 Whitehall Cross Est.

Templeogue, Dublin

Mary Sully
166 Glenvara Pk.
Ballycullen Rd.

Blackrock, Co. Dublin

Patrick Nolan
13 Woodbine Park

Stillorgan, Co. Dublin

Mr. James Moloney
125 Lakelands Close

Dublin

Miss Eileen O'Grady
9 Casement Grove

Miss Marth Kennedy
40 Mt. Pleasant Sq.

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to the Postmaster of New York, NY 10001, Attention: Claims, Inquiry and Undeliverable Mail, Room 4508. Do not place any endorsement on the mail pieces themselves.

FINAL ORDERS

Tentative *Lottery orders* against the following have become final:

CANADA

Richmond, B.C.

Windfall Marketing, Inc.
7731 Alouette Court

IRELAND

Monkstown, Co. Dublin

Lillie Molloy
54 Abbey Road

Drimnagh, Dublin

Josephine Clarke
43 Slievebloom Park

Elsie O'Brien
43 Slievebloom Park

Mountmellick, Co. Laois

Miss Ruth Burke
Derryhill

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all SCFs and designated International Exchange Offices.—*Judicial Officer, 7–31–80.*

USPS/DOD Agreement

The Postal Agreement with the Department of Defense, Publication 38, has been completely revised. The February 1980 edition may be obtained from the supply centers.

POSTAL OPERATIONS MANUAL 616.52 will be amended accordingly.—*Mail Processing Dept., 7–31–80.*

Bulk Gasoline Allocation

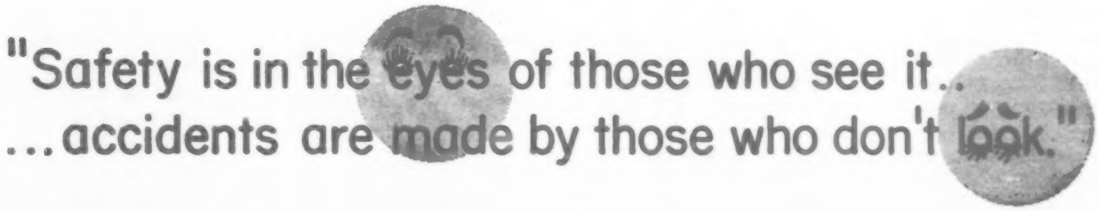
The 45 Federal Register, pages 47671–3, of July 16, 1980, announced changes to the Code of Federal Regulations (10 CFR 211) which removed allocation restrictions on the Postal Service bulk gasoline supply. Effective August 15, 1980, the final rule established an allocation level of 100% of base period use, not subject to an allocation fraction, for all mail handling bulk gasoline requirements. The rule also changed the definition of *bulk purchaser;* changed the definition of *mail hauling by truck;* and added the definition of the term *parcel.* Implementing instructions are being coordinated with the Department of Energy and will be issued upon completion.—*Procurement & Supply Dept., 7–31–80.*

International Mail—Malaysia

The postal service of Malaysia has advised that it prohibits inclusion of values payable to bearer in postal union mail items.

Publication 42, *International Mail,* in Appendix B, Individual Country Information for Malaysia, Postal Union Mail, Prohibitions and Restrictions, make a write-in change to the first line entry to read: Coins, banknotes, paper money, travelers checks, and values payable to bearer; manufactured or unmanufactured platinum, gold or silver jewelry and other precious articles.

A future issue of the INTERNATIONAL MAIL MANUAL will reflect this information.—*Rates & Classification Dept., 7–31–80.*


"Safety is in the eyes of those who see it..
...accidents are made by those who don't look."

POST OFFICE CHANGES NO. 24

(Supplemental to 1980 National ZIP Code and Post Office Directory.)

Abbreviations: B=Branch. C=City Delivery. Conv.=Converted. CPO=Community Post Office. Disc.=Discontinued. Estab.=Established. F=Finance. Fac.=Facility. I=Independent Post Office. IC=Independent City. MOU=Money Order Unit. MPO=Main Post Office. MR=Mailing Restrictions (from Part 125 DMM) apply. NP=Nonpersonnel. NZCD=National ZIP Code and Post Office Directory. P=Postal facility discontinued, name retained for address purposes. Resc.=Rescinded. S=Station. x=Classified. (Contract stations and branches do not have the symbol "x" following the symbol of type of installation.)

Symbols: (1)=Officially closed on date shown. Notice is for administrative record purposes. (2)=Officially established on date shown. Notice is for administrative record purposes. (3)=All services previously terminated. Date shown is official discontinued date for administrative purposes.

State	Name of post office	County/parish	Name of station, branch, or unit	Type S/B	ZIP Code	Change action	Effective date	Explanation of change
CA	Bakersfield	Kern	A	Sx	93305	Delete	8- 9-80	Sx name changed. Retain ZIP Code.
CA	do	do	East Bakersfield	Sx	93305	Add	8- 9-80	
CA	do	do	B	Sx	93307	Delete	8- 9-80	Sx name changed. Retain ZIP Code.
CA	do	do	Brundage	Sx	93307	Add	8- 9-80	
CA	do	do	Downtown	Sx	93303	Add	8- 9-80	Sx estab.
CA	Benton	Mono		I	93512	Delete	10- 3-80	PO conv. to CPO. Retain ZIP Code. (1)
CA	Bishop	do	Benton	CPO	93512	Add	10- 3-80	
CA	Tehachapi	Kern	Monolith	CPO	93548	Delete	10- 6-80	CPO and ZIP Code disc.
CA	Truckee	Nevada	West Truckee	S	95737	Add	4-16-80	S estab.
FL	Destin	Okaloosa		I	32541	Add	1- 4-75	C estab.
GA	Pine Log	Bartow		I	30152	Delete	8-22-80	PO disc. change ZIP Code only. Continue address of Pine Log. GA.
GA	do	do		P	30171	Add	8-22-80	
HI	Honolulu	Honolulu	Kwajalein	S	96555	Add	7- 8-74	S. estab.
MA	Springfield	Hampden	Longmeadow	B	01106	Delete	8-28-79	B disc. Retain ZIP Code.
MA	Woburn	Middlesex	Center	Sx	01801	Delete	5-22-80	Sx disc. Retain ZIP Code.
MS	Olive Branch	De Soto		I	38654	Add	7- 1-80	C estab.
MT	Trident	Gallatin		I	59753	Delete	9-12-80	PO disc. Change ZIP Code only. Continue address of Trident, MT (3)
MT	do	do		P	59752	Add	9-12-80	
NC	Apex	Wake		I	27502	Add	3- 1-75	C estab.
PA	Chicora	Butler	Kaylor [1]	CPO	16042	Delete	6-30-80	CPO ZIP Code disc.
SC	Central	Pickens	Wesleyan	CPO	29630	Delete	8- 1-80	CPO disc. Retain ZIP Code.
TX	Alamo	Hidalgo		I	78516	Add	4- 1-73	C estab.
TX	Zapata	Zapata		I	78076	Add	11-17-75	C estab.
VA	Herndon	Fairfax	Hunter Woods	P	22070	Add	5-13-80	B estab.
WV	Jones Springs	Berkeley		I	25429	Delete	9- 6-80	PO disc. Change ZIP Code only. Continue address of Jones Springs, WV (1).
WV	do	do		P	25427	Add	9- 6-80	
WV	Petersburg	Grant	Landes	CPO	26832	Delete	6-30-80	CPO and ZIP Code disc.
GU	Agana	Guam	Yigo	S	96912	Add	7- 1-76	S estab.

[1] CPO is located in Armstrong County.

—Delivery Services Dept., 7-31-80.

VACANT REGULAR RURAL ROUTES LISTING NO. 80-34

The vacant rural routes listed below will be posted for bid in accordance with the USPS-NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this POSTAL BULLETIN. Those rural carriers having special bidding rights as defined in the USPS-NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
EASTERN REGION					
Maryland	Lothian	20820	01	46:27 (43J)	39.50
	Poolesville	20837	02	41:08 (41H)	7.96
New Jersey	Creamridge	08514	01	43:20 (43H)	56.80
NORTHEAST REGION					
Massachusetts	Bridgewater	02324	03	46:49 (43J)	36.07
	Plymouth	02360	05	47:31 (44J)	38.21
Rhode Island	Providence	02904	08	49:45 (41K)	39.20
Connecticut	Southbury	06488	02	39:50 (40H)	36.60
	do	06488	03	42:25 (42H)	37.55
	do	06488	05	36:08 (36H)	36.60
New York	Gloversville	12078	02	53:42 (45K)	53.70

*The "Route Classification and Evaluation" published in this POSTAL BULLETIN may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

—Labor Relations Dept., 7-31-80.

best copy available

MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices, including Inspection Service Forms 577, should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below). Destroy PB21255 listing. **B. Old Style.** (Gray). **C. Counterfeit.** The listing from PB 21240 remains valid for both B. and C.

165 705 7000 to 7999
206 493 4600 to 4799
206 793 5600 to 6499
208 287 8700 to 8899
209 728 2600 to 3099
210 868 4500 to 4699
211 238 0459 to 0999
211 436 5608 to 5699
213 578 4229 to 4399
213 822 5800 to 6299
215 538 0200 to 0499
216 678 6072 to 6999
217 210 7100 to 7299
217 241 5400 to 5799
217 268 2574 to 2699
217 667 3400 to 3599
217 672 4200 to 4599
217 902 4181 to 4299
218 755 4591 to 4699
220 350 0000 to 0999
221 371 4600 to 4999
221 626 2100 to 2299
221 661 5318 to 5499
222 224 8100 to 8499
222 536 2000 to 2299
224 206 6395 to 6499
224 554 9830 to 0399
225 268 1655 to 1799
225 711 9700 to 9999
225 712 0000 to 0999
225 767 2000 to 2299
227 097 4600 to 4699
227 254 9800 to 0099
227 611 4000 to 4599
228 660 5976 to 5999
229 117 4866 to 4999
229 346 9900 to 9999
229 434 3500 to 3599
229 531 9700 to 9899
229 563 1918 to 1999
229 576 1800 to 1899
230 406 2975 to 2999
230 826 8683 to 8799
231 126 6475 to 6499
231 147 0883 to 1499
231 525 7893 to 7999
232 295 7249 to 7599
232 319 6535 to 6599
232 426 6620 to 6699
232 665 0292 to 0399
233 262 7907 to 7999
233 407 5872 to 5899
233 516 6100 to 6199
233 638 1200 to 1799
234 031 6456 to 6999
234 064 8437 to 8499
234 261 4500 to 4599
234 431 3655 to 3699
234 500 2944 to 2999
234 659 4000 to 4199
234 659 8700 to 8999
234 742 1948 to 1999
234 802 1060 to 1199
234 997 1000 to 1599
235 254 2060 to 2099
235 439 6181 to 6299
235 644 7061 to 7099
235 925 8767 to 8799
236 145 5082 to 5099
236 388 4842 to 5099
236 467 6573 to 6599
236 566 2555 to 2599
236 576 9520 to 9599
236 755 8000 to 8099
236 937 5803 to 5999
236 941 5400 to 5499
237 413 7500 to 7599
237 423 4111 to 4199
237 457 5600 to 5699
237 457 5800 to 5899
237 574 8657 to 8799
237 702 6823 to 6899
237 702 6921 to 6999
238 165 7700 to 7799
238 169 7587 to 7599
238 377 4508 to 4599
238 377 4607 to 4699
238 586 3100 to 3299
239 199 0700 to 1099
239 204 9916 to 9999
239 481 4728 to 4799
239 549 7116 to 7499
239 575 2000 to 2199
239 596 4800 to 4999
239 640 5708 to 5728
239 724 1489 to 1499
239 985 7000 to 7499
240 042 3151 to 3169
240 108 6501 to 6599
240 252 6400 to 6899
240 256 2900 to 3199
240 559 4363 to 4399
240 639 3561 to 3599
240 855 7000 to 7099
240 901 5900 to 5999
241 081 9274 to 9299
241 224 7209 to 7299
241 685 5124 to 5199
241 694 1800 to 1899
241 753 7766 to 7799
241 902 2600 to 2799
242 021 2262 to 2499
242 585 4155 to 4299
242 591 4500 to 4699
242 605 0000 to 0999
242 621 8314 to 8399
242 781 0789 to 0799
242 816 1337 to 1399
243 112 4109 to 4120
243 228 7200 to 7499
243 766 6730 to 6799
243 805 0000 to 0299
243 906 7800 to 8199
244 299 2000 to 2199
244 366 8800 to 8899
244 381 3024 to 3099
244 525 0719 to 0799
244 657 7700 to 7899
244 678 2333 to 2499
244 742 7748 to 7799
244 743 7100 to 7399
244 895 5575 to 5599
245 103 9300 to 9399
245 103 9400 to 9499
245 118 6754 to 6768
245 279 1420 to 1499
245 279 1510 to 1599
245 591 1626 to 1799
245 695 0346 to 0399
245 973 2677 to 2699
246 076 7300 to 7399
246 155 4048 to 4099
246 155 5000 to 5499
246 402 6511 to 6599
246 608 6300 to 6399
246 609 9545 to 9799
246 741 2082 to 2099
246 816 2600 to 2699
246 973 1372 to 1399
247 012 0500 to 0599
247 066 9300 to 9399
247 086 4200 to 4299
247 113 5635 to 5699
247 490 1960 to 1999
247 490 2086 to 2099
247 497 4000 to 4099
247 544 0200 to 0214
247 575 4400 to 4499
247 929 6417 to 6799
247 983 1511 to 1899
248 120 4322 to 4399
248 244 7246 to 7299
248 317 7624 to 7699
248 397 2163 to 2199
248 423 4864 to 4999
248 440 7916 to 7971
248 718 7317 to 7399
249 680 4872 to 4899
249 945 6900 to 6999
249 996 6000 to 6099
249 996 6300 to 6499
250 452 4971 to 4999
250 483 0600 to 0699
250 547 7046 to 7099
250 565 7029 to 7099
250 833 7200 to 7399
250 951 4340 to 4363
250 991 9778 to 9799
251 518 6281 to 6399
251 964 6056 to 6199
251 997 2913 to 2999
252 171 2041 to 2056
252 206 2101 to 2199
252 206 9532 to 9599
252 235 4400 to 4499
252 235 4581 to 4899
252 238 2299 to 2399
252 432 6988 to 6999
252 891 1159 to 1199
253 175 2670 to 2699
253 192 7311 to 7399
253 293 5931 to 5940
253 446 4033 to 4099
253 547 6013 to 6049
253 547 6054 to 6099
253 747 6924 to 6999
254 107 8590 to 8599
254 107 8913 to 8999
254 254 4490 to 4499
254 259 8867 to 8899
254 259 8951 to 9099
254 740 8408 to 8445
255 125 5568 to 5599
255 125 8500 to 8599
255 150 5300 to 5399
255 176 5373 to 5399
255 276 0949 to 0999
255 281 2647 to 2699
255 440 4800 to 4899
255 440 4900 to 4999
255 754 3621 to 3699
255 857 4749 to 4799
256 140 5400 to 5499
256 193 5100 to 5159
256 695 0525 to 0599
258 480 2600 to 2899
258 618 0254 to 0299
258 643 2765 to 2774
258 950 5217 to 5299
258 950 5433 to 5499
259 084 1386 to 1399
259 227 0000 to 1499
259 628 0936 to 0999
259 745 1300 to 1499
259 783 7821 to 7899
259 825 5819 to 5899
259 950 3053 to 3099
259 950 3300 to 3499
260 012 7441 to 7499
260 039 2699 to 2999
260 144 7415 to 7499
260 198 2856 to 2898
260 324 9000 to 9099
260 479 3500 to 3599
261 052 5271 to 5299
261 459 5800 to 5899
261 459 6722 to 6799
261 533 2067 to 2299
800 502 3000 to 3999
800 941 7900 to 7999
801 278 3600 to 3999
801 579 6056 to 6098
801 629 1900 to 1999
802 029 5199 to 8999
802 265 0575 to 1999
802 774 0000 to 4999

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Warning Notice—Unrecovered Stolen Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)

The following money orders are void and should not be cashed: (1) All card type orders. (2) New style orders 000,000,001—199,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, K1A 0B1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21255 article.

200,400,512 to 0,600
200,467,313 to 7,500
201,328,601 to 9,300
201,963,699 to 3,800
201,980,250 to 0,299
202,545,957 to 6,000
207,218,569 to 8,600
208,872,242 to 2,257
209,190,001 to 5,000
210,301,801 to 2,000
210,835,285 to 5,300
210,935,633 to 5,700
212,900,201 to 0,300
213,345,001 to 5,100
213,504,865 to 5,000
216,823,954 to 4,000
217,621,979 to 2,100
217,622,401 to 2,800
218,660,066 to 0,700
219,494,026 to 4,130
219,692,001 to 2,100
224,126,989 to 7,100
226,781,246 to 1,400
226,073,655 to 3,700
227,129,004 to 9,400
227,564,701 to 4,800
229,000,595 to 0,600
229,083,686 to 3,700
229,428,120 to 8,300
230,004,990 to 5,200
230,143,701 to 4,000
231,387,001 to 7,500
234,067,232 to 7,300
235,833,783 to 3,800
237,386,845 to 7,000
238,758,669 to 8,730
239,162,130 to 2,200
239,863,796 to 3,870
239,864,826 to 4,900
240,362,301 to 2,600
241,535,801 to 6,000
242,545,470 to 5,800
242,917,801 to 8,000
243,920,027 to 0,100
244,343,084 to 3,100
244,583,557 to 3,600
245,740,589 to 0,600
245,767,347 to 7,400
247,636,179 to 6,200
247,649,190 to 9,200
247,760,081 to 0,100
250,442,960 to 3,000
252,160,301 to 0,393
252,494,635 to 4,700
253,094,279 to 4,400
253,181,800 to 1,900
253,641,268 to 1,300
254,680,851 to 0,900
259,412,918 to 2,954
261,707,201 to 7,400
261,766,701 to 6,800
262,740,206 to 0,300
263,414,901 to 5,800
264,474,080 to 4,300
266,472,561 to 2,860
268,746,401 to 6,500
270,677,679 to 7,696
272,291,501 to 1,600
274,450,824 to 0,900
274,873,716 to 4,100
275,288,303 to 8,700
278,286,361 to 6,400
278,737,201 to 7,300
278,846,365 to 6,600
282,204,343 to 4,700
282,909,819 to 9,900
284,943,445 to 3,500
285,397,992 to 8,400
286,837,601 to 7,900
288,349,047 to 9,500
288,657,574 to 7,600
291,853,923 to 3,969
295,946,650 to 6,661
296,077,001 to 7,053
296,077,201 to 7,300
297,173,660 to 3,900
297,213,342 to 3,500
297,444,801 to 5,500
297,700,501 to 0,700
298,072,101 to 2,600
299,902,655 to 2,700
305,253,101 to 3,600
306,165,495 to 5,500
306,698,463 to 8,500
306,933,345 to 3,400
307,200,601 to 1,000
307,806,061 to 6,100
310,917,957 to 8,100
310,956,020 to 6,200
311,577,901 to 8,100
311,994,658 to 4,700
314,162,132 to 2,200
315,105,301 to 5,500
315,788,118 to 8,140
317,630,301 to 0,400
321,087,737 to 7,800
321,272,306 to 2,400
321,489,229 to 9,300
322,180,820 to 1,000
323,294,360 to 4,400
323,296,838 to 6,856
323,297,695 to 7,730
323,485,231 to 5,240
323,997,101 to 7,400
326,023,246 to 3,300
328,436,401 to 6,500
331,892,798 to 3,000
332,069,432 to 9,500
336,646,801 to 7,300
336,661,265 to 1,500
336,825,701 to 7,000
336,909,925 to 0,000
337,395,212 to 5,300
338,038,706 to 8,800
338,891,701 to 2,200
339,519,801 to 9,900
339,735,184 to 5,200
340,711,001 to 3,000
341,462,701 to 2,900
343,703,708 to 3,900
343,760,901 to 1,000
343,945,919 to 5,940
344,536,201 to 6,400
344,821,230 to 1,297
344,854,601 to 4,700
345,299,801 to 9,900
345,986,501 to 6,600
347,238,201 to 8,300
347,975,946 to 5,959
348,086,296 to 6,300
348,190,501 to 0,900
349,779,757 to 9,800
351,452,949 to 3,000
351,490,001 to 0,600
353,461,741 to 1,800
355,360,601 to 1,000
357,010,401 to 0,500
357,339,409 to 9,455
358,180,401 to 0,600
359,269,750 to 9,790
359,547,122 to 7,150
359,790,481 to 0,540
359,791,901 to 1,920
359,994,676 to 4,700
361,168,730 to 8,900
361,201,906 to 2,100
362,295,806 to 5,819
363,463,501 to 4,500
363,475,801 to 6,100
363,496,901 to 7,000
363,633,090 to 3,100
363,794,701 to 5,200
365,301,401 to 1,500
365,318,801 to 9,000
365,867,401 to 7,500
365,867,517 to 7,600
366,888,911 to 9,000
366,967,107 to 7,200
367,683,901 to 4,000
368,108,160 to 8,600
368,416,575 to 6,600
368,847,601 to 7,700
374,988,860 to 8,880
375,079,981 to 80,030

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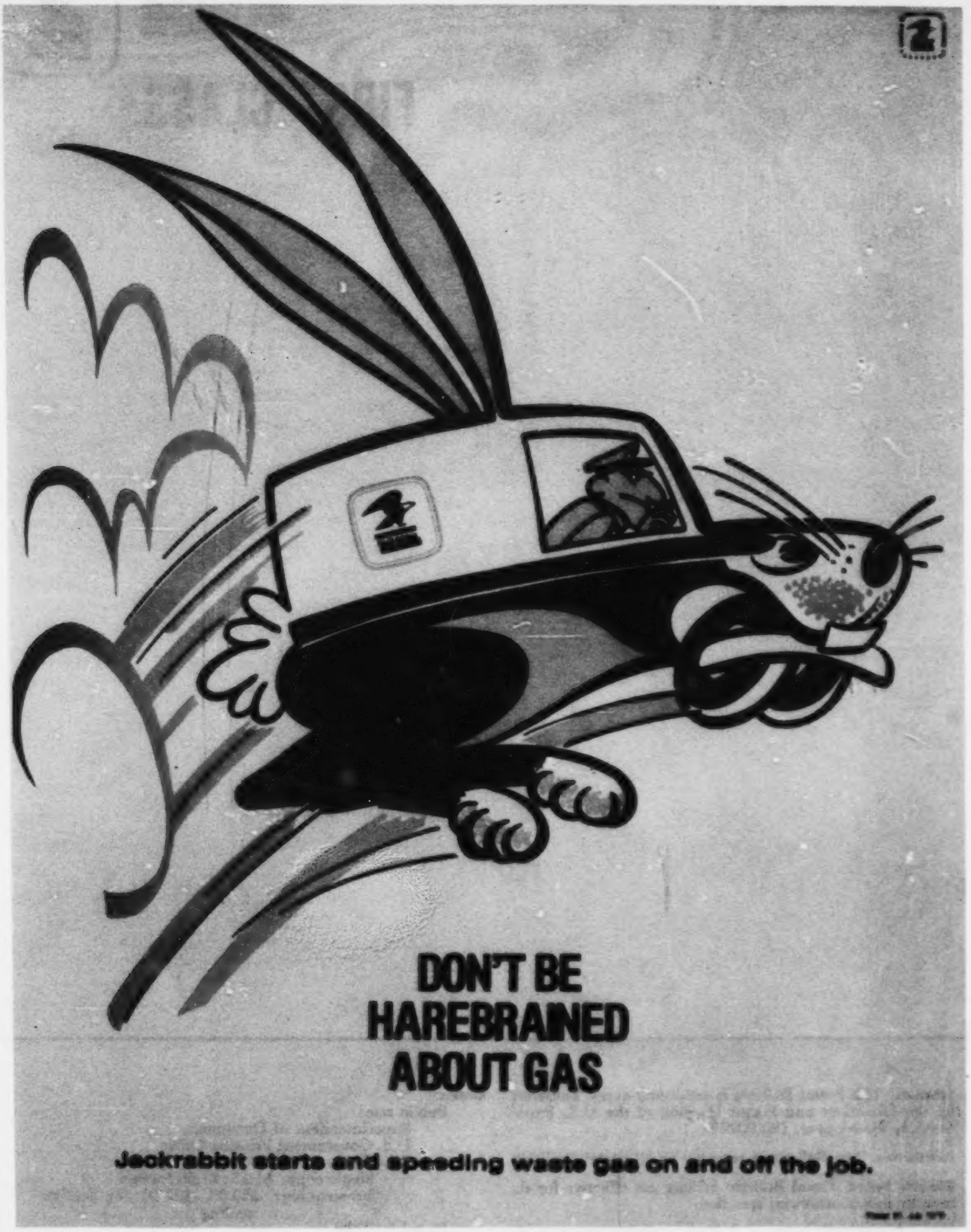
DON'T BE
HAREBRAINED
ABOUT GAS
Jackrabbit starts and speeding waste gas on and off the job.

UNITED STATES POSTAL SERVICE
WASHINGTON, D.C. 20260
OFFICIAL BUSINESS

PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE, $300

FIRST CLASS

Schedule. The Postal Bulletin is published every Thursday by the Directives and Forms Division of the U.S. Postal Service, Washington, DC 20260.

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Index. A quarterly index of Bulletin articles appears early in the months of January, April, July, and October.

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  - U.S. Government Printing Office
  - Washington, DC 20402
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- Postal facilities:
  - For one time orders, send Form 7380 to the Eastern Area Supply Center.
  - To change quantity received, send Form 1286 to the Directives and Forms Division, giving justification.

21257

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UNITED STATES POSTAL SERVICE
U.S. MAIL

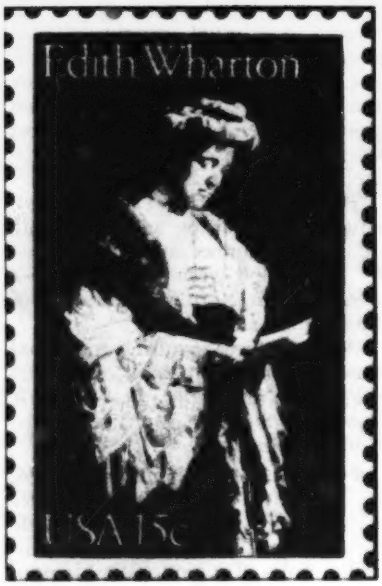
postal bulletin

PB 21257—August 7, 1980—16 Pages

15-Cent Edith Wharton Commemorative Stamp

Description. The 15-cent Edith Wharton commemorative stamp will be first placed on sale at New Haven, CT 06510, on September 5, 1980, Edith Wharton, an American novelist, is the second person to be honored in the Literary Art Series.

Do Not Sell Before Sept. 6, 1980



Copyright U.S. Postal Service 1980

Size: 0.84 x 1.44 inches.
Issued in sheets of 50.
Color: Purple.
Marginal markings: One plate number, ©United States Postal Service 1980, use correct ZIP Code, and Mr. ZIP.®
Designer: Bradbury Thompson.

Collectors. First-day cover cancellations may be obtained by one of the following methods:

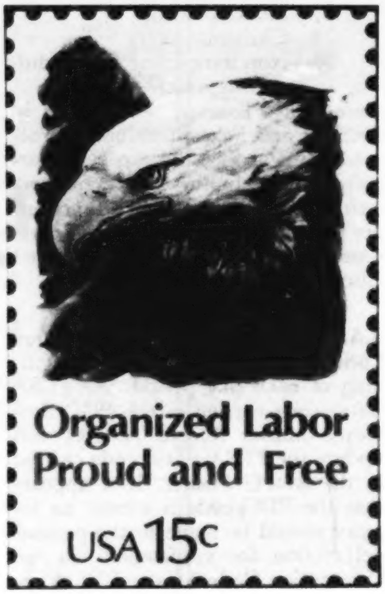
a. Customers Affixing Stamps. Customers are encouraged to purchase stamps at local post offices and affix them to their envelopes. All envelopes must be addressed. Peelable address labels are recommended and a filler card of postal card thickness should be inserted in each cover. Orders must be postmarked by September 20, 1980, and should be addressed

Continued on P. 2 Col. 1

15-Cent Organized Labor Commemorative Stamp

Description. The 15-cent Organized Labor commemorative stamp will be first placed on sale at Washington, DC 20013, on September 1, 1980. The stamp honors the American labor movement, which is an integral part of the history of democracy and freedom in the United States.

Do Not Sell Before Sept. 2, 1980



Copyright U.S. Postal Service 1980

Size: 0.84 x 1.44 inches.
Issued in sheets of 50.
Colors: Yellow, cyan, gray, brown, black and dark blue.
Marginal markings: Six plate numbers, ©United States Postal Service 1980, use correct ZIP Code, and Mr. ZIP.®
Designers: Peter Cocci, V. Jack Ruther provided the layout and lettering.

Collectors. First-day cover cancellations may be obtained by one of the following methods:

a. Customers Affixing Stamps. Customers are encouraged to purchase stamps at local post offices and affix them to their envelopes. All envelopes must be addressed. Peelable address labels are recommended and a filler card of postal card thickness should be inserted in each cover. Orders

Continued on P. 2 Col. 3

Requisitioning for Supplies

All postal facilities now submit supply requisitions to area supply centers using the requisitioning schedules in Publication 24, *Supply Catalog.* These schedules are based on the location of the state and the Cost Ascertainment Group (CAG) code for the office.

To achieve greater efficiency in supply center operations by increasing production and consolidation of shipments, the requisitioning schedules have been revised. The new schedules are based on the first three digits of the office ZIP Code. Requisitions must be submitted between the 1st and 5th of the scheduled month, regardless of CAG.

The maximum quantity stock levels for offices in CAG H through L are reduced to three months plus one month safety level.

Effective September 1, 1980, all postal installations must submit supply center requisitions using the revised schedules on page 3 of this BULLETIN.

These changes will be in a future revision to Publication 24. Keep this notice until Publication 24 is revised.—*Procurement & Supply Dept., 8-7-80.*

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P 1.3:

DMM Correction

Issue 2 of the Domestic Mail Manual (DMM), which was recently distributed, contains a misprint in section 294.34 concerning the limit of indemnity for Express Mail. Section 294.34 should read:

> "For mailings of value of $15.00 or less, or those for which no value was declared, or negotiable items, or currency or bullion, the indemnity will be *$15.00*."

Please make this correction to your copies of the DMM.—*Rates & Classification Dept., 8-7-80.*

Continued from P. 1 Col. 1

to: Customer-Affixed Envelopes, Postmaster, New Haven, CT 06510. No remittance is required.

b. Postal Service Affixing Stamps. Request first-day cancellations from: Edith Wharton Stamp, Postmaster, New Haven, CT 06510 (see POM 244.53). Requests must be postmarked no later than September 20, 1980. Remittance is required for the face value of each stamp.

Selected United States mint stamps will be available at the Philatelic Sales Division, Washington, DC 20265 beginning September 6, 1980.

Supply. All post offices under the automatic distribution system will receive an initial supply of this stamp. Before requisitioning additional stamps **(item 488),** consider that the stock should be depleted prior to November 5, 1980, at all post office outlets—except designated philatelic windows and postal stores.

Post offices with 950 or more revenue units requiring additional bulk quantities: immediately requisition on Form 3356, *Stamp Requisition—Bulk Quantities,* from the Bureau of Engraving and Printing.

All post offices requiring additional stamps in less than bulk quantities, requisition on separate Form 17, *Stamp Requisition,* from stamp distribution office.

Panels. A limited number of 8½ by 11¼-inch commemorative series stamp panels will only be available through mail order from the Philatelic Sales Division, Washington, DC 20265. The panels are printed on heavy art paper suitable for mounting.—*Customer Services Dept., 8-7-80.*

Correction

FLSA EXEMPT EAS EMPLOYEES

Pay and Leave Provisions

The following paragraphs replace the referenced sections published in Postal Bulletin 21253 (7-10-80), page 13.

1.B.2 Overtime and Other Special Premiums. Employees occupying FLSA exempt EAS positions (Code-E) are not eligible and will not be paid for special premium hours. The following premium hours, if entered on the timecards, will be rejected and not paid:

Hours Type:
53—Overtime
57—Holiday Work
74—Christmas Work
88—Non Bargaining Rescheduling Premium

Exception: Exempt employees in EAS-23 and below (excluding postmasters) who directly supervise bargaining unit employees in mail processing and delivery service functions are eligible for scheduled postal overtime during the officially designated Christmas period.

* * * * *

II.A.3 Changes in FLSA Status Code After PP 15-80. At the beginning of each pay period, the FLSA status code carried in the PDC Employee Master Record (EMR) will update the FLSA status code carried in the ADPC Master. If it appears that the PDC code is wrong, an inquiry should be made to the personnel section for verification via the Occupation Code Master List. A revised occupation code listing is being prepared for distribution in the near future.

The FLSA Status Code in the EMR is not an independent item. It is assigned based on the most current occupation code carried in each employee's PDC Master. If the PDC FLSA code is in error, it is usually because the employee's occupation code is wrong. Once this error is corrected, the FLSA code will automatically be corrected.

The ADPC FLSA code can be updated via a Master File item change transaction (B3). If the PDC EMR is not corrected before current pay period processing, the employee will be paid according to the PDC FLSA code, regardless of the ADPC code.

* * * * *

II. E. Exempt Higher Level

All higher level assignments to FLSA exempt EAS positions must be made in accordance with the criteria specified in the Employee and Labor Relations Manual (ELM) 353.3, 416.4 and 417. 22.

Refer to Management Instruction EL410-79-3 for updated criteria relating to higher level assignments at Headquarters, Headquarters administrative support facilities, regions and districts.

* * * * *

(II.E.1, 2, etc., remain as printed in Postal Bulletin 21253.)—*Finance Dept., 8-7-80.*

Continued from P. 1 Col. 2

must be postmarked by September 15, 1980, and should be addressed to: First Day Cancellations, Postmaster, Washington, DC 20013. No remittance is required.

b. Postal Service Affixing Stamps. Request first-day cancellations from: Organized Labor Stamp, Postmaster, Washington, DC 20013 (see POM 244.53). Requests must be postmarked no later than September 15, 1980. Remittance is required for the face value of each stamp.

Selected United States mint stamps will be available at the Philatelic Sales Division, Washington, DC 20265 beginning September 2, 1980.

Supply. All post offices under the automatic distribution system will receive an initial supply of this stamp. Before requisitioning additional stamps **(item 487),** consider that the stock should be depleted prior to November 1, 1980, at all post office outlets—except designated philatelic windows and postal stores.

Post offices with 950 or more revenue units requiring additional bulk quantities: immediately requisition on Form 3356, *Stamp Requisition—Bulk Quantities,* from the Bureau of Engraving and Printing.

All post offices requiring additional stamps in less than bulk quantities, requisition on separate Form 17, *Stamp Requisition,* from stamp distribution office.

Panels. A limited number of 8½ by 11¼-inch commemorative series stamp panels will only be available through mail order from the Philatelic Sales Division, Washington, DC 20265. The panels are printed on heavy art paper suitable for mounting.—*Customer Services Dept., 8-7-80.*

REQUISITIONING SCHEDULES FOR SUPPLIES

Eastern Area Supply Center				Western Area Supply Center			
Month	Days	Office ZIP Codes		Month	Days	Office ZIP Codes	
Jan.	1–5	080–087 130–199 250–253	255–266 430–458 460–499	Jan.	1–5	835 838–839 850–864 866–869	890–892 894–897 900–999
Feb.	1–5	006–079 088–129		Feb.	1–5	590–599 690–834 836–837 840–849	865 870–889 893 898–899
Mar.	1–5	200–249 254 267–268	270–339 250–427	Mar.	1–5	500–589 600–689	
Apr.	1–5	080–087 130–199 250–253	255–266 430–458 460–499	Apr.	1–5	835 838–839 850–864 866–869	890–982 894–897 900–999
May.	1–5	006–079 088–129		May.	1–5	590–599 690–834 836–837 840–849	865 870–889 893 898–899
June.	1–5	200–249 254 267–268	270–339 350–427	June.	1–5	500–589 600–689	
July.	1–5	080–087 130–199 250–253	255–266 430–458 460–499	July.	1–5	835 838–839 850–864 866–869	890–892 894–897 900–999
Aug.	1–5	006–079 088–129		Aug.	1–5	590–599 690–834 836–837 840–849	865 870–889 893 898–899
Sept.	1–5	200–249 254 267–268	270–339 350–427	Sept.	1–5	500–589 600–689	
Oct.	1–5	006–009 070–119 124–127 130–199	250–253 255–266 430–458 460–499	Oct.	1–5	835 838–839 850–864 866–869	890–892 894–897 900–999
Nov.	1–5	010–069 120–123 128–129	300–339 350–427	Nov.	1–5	500–599 600–834 836–837 840–849	865 870–889 893 898–899
Dec.	1–5	200–249 254	267–268 270–299				

Requisitions to be submitted between the 1st and the 5th of each month scheduled. Requisition must be submitted as scheduled. Justification must accompany any requisition submitted out of cycle. Do not write notes or justification on the Form 7380. Attach a routing slip or memorandum to the front of the requisition. Include your FEDSTRIP and finance number on the attachment.

VACANT REGULAR RURAL ROUTES LISTING NO. 80–35

The vacant rural routes listed below will be posted for bid in accordance with the USPS–NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this POSTAL BULLETIN. Those rural carriers having special bidding rights as defined in the USPS–NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
CENTRAL REGION					
Illinois	Clifton	60927	02	39:11 (39S)	106.15
	Cerro Gordo	61818	01	35:51 (36S)	94.75
	Shobonier	62885	01	37:23 (37S)	72.00
	Xenia	62899	01	44:12 (44H)	103.65
	Wheaton	60187	01	50:55 (42K)	24.60
	Sheridan	60551	02	45:46 (46H)	93.70
	Stockton	61085	02	42:03 (42S)	23.00
	Jerseyville	62052	04	44:19 (44H)	64.53
Indiana	Bloomington	47401	02	43:21 (43H)	47.70
	Coal City	47427	02	36:26 (36S)	82.40
	Rockville	47872	03	42:32 (43H)	86.20
	Fort Wayne	46802	05	53:35 (45K)	61.15
Iowa	Boone	50036	04	42:08 (42H)	80.75
	Eagle Grove	50533	02	48:48 (45J)	111.04
Kansas	Oberlin	67749	02	39:34 (40S)	119.15
Kentucky	Mount Sterling	40353	04	52:23 (44K)	60.70
Michigan	New Baltimore	48047	02	41:30 (42H)	14.50
	Cheboygan	49721	01	48:20 (40K)	81.40
	Negaunee	49866	02	45:47 (46H)	60.80
Minnesota	Owatonna	55060	01	47:26 (43J)	79.15
	Buffalo	55313	01	49:32 (41K)	67.55
	Montgomery	56069	02	28:52 (29S)	55.75
	Beardsley	56211	01	36:14 (36S)	108.07
	Minneota	56264	01	42:11 (42S)	103.40
Missouri	Lancaster	63548	03	35:07 (35S)	89.65
	Portageville	63873	02	38:26 (38S)	73.45
	Hardin	64035	01	44:54 (45H)	90.35
	Lebanon	65536	05	41:28 (41S)	75.20
	Bowling Green	63334	02	42:14 (42H)	77.60
	Wright City	63390	02	45:36 (46H)	67.25
	Burlington Junction	64428	01	40:10 (40S)	108.75
	do	64428	02	43:32 (44H)	100.65
Nebraska	Arcadia	68815	01	38:21 (38S)	120.00
	Phillips	68865	01	39:42 (40S)	87.20
	Cortland	68331	01	40:56 (41S)	107.82
Ohio	Grove City	43123	01	51:04 (43K)	36.80
	Glouster	45732	02	41:40 (42S)	94.55
Wisconsin	Mukwonago	53149	03	43:06 (43H)	34.35
	Shawano	54166	04	43:21 (43H)	51.00
EASTERN REGION					
Pennsylvania	Spring Grove	17362	04	38:49 (39S)	32.50
	Nazareth	18064	03	44:19 (44H)	35.30
SOUTHERN REGION					
Alabama	Troy	36081	01	51:13 (43K)	95.60
	Skipperville	36374	01	34:06 (35S)	73.30
	Clanton	35045	01	43:59 (44H)	84.45
	Hamilton	35570	01	44:39 (41J)	86.05
Arkansas	Dumas	71639	01	50:09 (46J)	93.70
	Emerson	71740	02	34:00 (34S)	90.15
Florida	Fort Pierce	33454	06	45:16 (42J)	39.35
	Bokeelia	33922	01	43:22 (43H)	43.80
	Sanibel	33957	02	46:06 (42J)	32.35
	do	33957	04	51:41 (43K)	39.45
	do	33957	05	38:11 (38H)	20.30
	Gibsonton	33534	01	40:28 (40H)	34.30
	Sarasota	33578	04	40:07 (40H)	25.08
Georgia	Conley	30027	01	43:58 (44H)	13.65
	Ellenwood	30049	01	48:06 (44J)	47.20
	Rockmart	30153	01	54:26 (45K)	80.80
	Conyers	30207	08	51:13 (43K)	33.40
	Dacula	30211	01	46:58 (43J)	57.15
	Gainesville	30501	13	33:19 (33S)	29.25
	Ringgold	30736	03	43:19 (43H)	66.50
	Adrian	31002	01	38:19 (38S)	95.00
Mississippi	Wesson	39191	03	36:46 (37S)	88.20
	Gulfport	39503	11	40:58 (41H)	21.60
North Carolina	Kernersville	27284	04	44:54 (45H)	45.20
	Fayetteville	28302	13	42:00 (42H)	28.00
	Godwin	28344	01	44:54 (45H)	81.90
	Morehead City	28557	03	43:46 (44H)	43.70
Oklahoma	Norman	73070	07	45:13 (45H)	27.40
South Carolina	Ridgeville	29472	03	49:47 (46J)	82.50
	Fountain Inn	29644	02	45:56 (42J)	68.60
Tennessee	Arrington	37014	01	32:04 (32S)	46.55
	Mountain City	37683	04	40:52 (41H)	72.15
	Johnson City	37601	01	55:00 (46K)	41.00
	Lenoir City	37771	06	37:14 (37S)	27.55
	Rockwood	37854	03	45:45 (46H)	72.30
Texas	Mount Pleasant	75455	01	49:36 (45J)	103.55
	Sulphur Springs	75482	03	47:28 (40K)	91.85
	Quitman	75783	03	40:30 (41S)	46.90
	Crockett	75835	03	50:53 (42K)	90.50
	Comanche	76442	04	38:31 (39S)	100.70
	Lorena	76655	02	42:19 (42H)	74.25
	Humble	77338	18	44:48 (41J)	28.75
	do	77338	19	47:22 (43J)	21.15
	do	77338	20	38:09 (38H)	18.00
	do	77338	21	43:48 (44H)	31.15
	do	77338	22	45:44 (42J)	20.65
	do	77338	24	42:43 (43H)	26.25
	do	77338	27	38:54 (39H)	24.60
	Porter	77365	04	42:25 (42H)	34.35
	Yoakum	77995	04	48:04 (44J)	129.60
	Montgomery	77356	05	37:39 (38S)	35.45
WESTERN REGION					
California	Chino	91710	06	48:23 (40K)	20.20
	Fillmore	93015	01	35:09 (35S)	41.74
	Tracy	95376	01	54:31 (45K)	65.60
	do	95376	04	42:56 (43H)	38.50
	Galt	95632	02	43:25 (43H)	56.75
	Marysville	95901	03	41:42 (42H)	66.95
	do	95901	04	39:55 (40S)	66.90
Idaho	Caldwell	83605	01	41:29 (41H)	62.65
	do	83605	04	42:50 (43H)	81.15
	do	83605	10	36:25 (36S)	50.95
Montana	Bozeman	59715	02	45:41 (46H)	68.90
Oregon	Corbett	97019	02	35:58 (36S)	28.30
	Tillamook	97141	03	51:35 (43K)	63.65
Washington	Walla Walla	99362	01	45:15 (45H)	44.75

*The "Route Classification and Evaluation" published in this POSTAL BULLETIN may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

—Labor Relations Dept., 8–7–80.

ANNUAL/SPECIAL COUNTS OF MAIL—RURAL ROUTES

I. INTRODUCTION

These instructions provide standardized and uniform procedures for conducting the count of mail on rural routes. A careful reading and complete understanding of this material and the instructions on the reverse of mail count and route evaluation forms [Form 4241, *Rural Delivery Statistics' Report;* Form 4239, *Count of Mail* (*Rural Route*); and Form 4239–A, *Rural Count of Boxholder Mail*], by postmasters, supervisors, and rural carriers will ensure the accuracy of the count data, the prompt evaluation, and correct classification of rural routes. Postmasters and supervisors must assure that mail counts are conducted properly and that data reported is accurate.

A. Special Instructions—Annual Count or Special Count

At the time of the annual count or special count, the postmaster must arrange a meeting with each eligible rural carrier to discuss requirements for election of a higher classification for which the rural carrier may qualify. The commitment to use sufficient annual leave to qualify for a higher classification must be made on Form 4241 by the carrier to assure management that the actual work hours will not exceed 2,080 hours during the guarantee period. The leave commitment portion of Form 4241 must be signed by the carrier at the time of the annual or special count.

B. Purpose and Definition of Count

1. The count of mail is the physical counting and recording at specific times of the number of pieces of mail delivered, collected, or handled on rural routes. The count of mail is used to assemble data which provide the basis for the evaluation of the individual route. These route statistics will indicate:

a. Volume of mail handled

b. Amount of office and route time used by the carrier

c. Adequacy of service to rural customers

d. Efficiency and performance of the carrier

2. The evaluation of a rural route is determined by the mail volume, daily miles traveled, the number of boxes served, and fixed or variable time allowances.

3. These instructions will be followed throughout the year for the annual and all special mail counts.

C. Annual Count—Coverage and Count Period

1. The annual count of mail will be conducted on all rural routes during the last two full weeks of September (September 15 to September 27, inclusive). Boxholder mail only will be counted for four consecutive weeks, beginning one week prior to the start of the annual mail count (September 8 to October 4, inclusive). **Note:** During special counts, not coinciding with the annual count, boxholder mail will be recorded only for the two week count period.

2. The annual count of mail will be conducted on all rural routes.

3. Extensions approved during the count period may be made effective on the first day of a pay period beginning during the count. **Note:** The mileage and boxes, etc., for these extensions must be included on Form 4241.

4. At those offices where central markup was instituted and no mutually agreed rural mail count period was possible, the special count may coincide with the annual count.

5. MSC offices are responsible for supplying Forms 4239 and 4239–A to intermediate offices having rural delivery for completion and forwarding daily to the headout office postmaster for consolidation on Form 4241. Form 4241 will not be completed by intermediate offices.

D. Responsibility

1. Local Conferences

a. At least 15 days before the start of the count (the annual count begins with the boxholder count), postmasters will hold joint conferences of supervisors and rural carriers to discuss these procedures and instructions.

b. Postmasters must advise the management sectional center as soon as possible, but no later than ten days before the start of the count, of any major points of disagreement concerning these instructions, so they can be resolved before the count period.

c. Enter the dates of local conferences in the appropriate section of Form 4241.

d. No changes in carrier work methods, casing equipment, or office procedures can be made between the date of the local conference and the mail count unless these items were specifically discussed at the conference.

NOTE:

(1) It is not necessary that the carriers agree to proposed changes; it is necessary only that the proposed changes do not violate Postal Service policy or the *USPS—NRLCA National Agreement.*

(2) This section does not limit a manager's right to make operational changes at any time other than the period specifically stated.

2. Accuracy of Count

a. Postmasters or supervisors are responsible for the completeness of all mail count information, the accuracy of the *Total* columns entered on the report forms, as well as the manner in which the count of mail is conducted. The carrier must be afforded adequate time to review the completed Form 4241 before signing it.

b. For the annual count of mail (or special counts coinciding with the annual count), the Form 4241 will be available to the carrier in the office for review two days during the 4th week of the boxholder count. Before the carrier reviews the Form 4241, all columns (except columns D and E) must be completed and totaled. Columns D and E must contain week #1 through week #3 entries. By the first Tuesday after the completion of the boxholder count, the carrier must be given the opportunity to review the column D and E totals and sign the form in order that the completed Form 4241 can be sent to the MSC on that day.

c. For special counts (not coinciding with the annual count) the Form 4241 will be available to the carrier one day in the office for review and signature before the form is submitted to the MSC. This review must be completed promptly to assure that the completed Form 4241 reaches the MSC within the required four days after the last day of the count.

d. Signatures of the postmaster and carrier are considered verification of the validity of the count data.

e. When the carrier disagrees with the count data, the carrier need not sign the form. However, the carrier must submit promptly written comments explaining in detail the reasons for objecting and the exact nature of the supposed errors or omissions. The postmaster also must include comments in writing concerning any questions raised by the carrier. Form 4241, together with the letters from the postmaster and carrier, must be forwarded to the management sectional center office. (Where the disagreement concerns the actual number of pieces counted, every effort must be made to resolve the matter immediately at the local level.)

f. A prompt written reply to the postmaster will be furnished by MSC offices advising of the decision. The carrier will be promptly informed in writing by the local management of the decision and the reasons therefore.

II. CONDUCTING THE ANNUAL COUNT

A. Definition Rural Route Classifications

1. *Mileage Routes*. Salary for rural carrier positions on routes classified as mileage (M) is determined under the rural carrier schedules (RCS) which provides a combined rate based on fixed annual compensation and specified rates per mile of route. Each rural carrier's salary is based on the length of the route as determined by the official measurement.

2. *Heavy-Duty Rural Routes*

a. A heavy-duty route is one based on weekly workload evaluation and office and route time standards. Heavy-duty compensation is authorized on the basis of evaluated time as determined by the office and route time standards after subtracting any relief time.

b. There are three types of heavy-duty routes:

—*H* routes where the carrier works six days a week.

—*J* routes where the regular carrier has a relief day every other week.

—*K* route where the regular carrier has a relief day every week.

3. *Special Routes*. A special route is a route where the compensation is based on route workload evaluated hours, but the route is not classified as mileage, heavy duty, or auxiliary.

4. *Auxiliary Routes*. An auxiliary route is one which normally evaluates under 35 hours per week, and the carrier is compensated for the hours actually worked.

B. Counting Mail

1. All classes of mail handled by each rural carrier will be counted daily during the official count period. Mail must be counted at the facility where the carrier will case the mail, and before it is cased.

a. During the 12 days of the annual mail count on mileage (M or RCS) routes, the carrier will count the mail eight days and the postmaster or supervisor will count four days (picked at random). The postmaster or supervisor will also count the two additional weeks of the boxholder count. The carrier may observe and may also count, if so desired, on the days management makes the count.

b. When in the judgment of management the route borderlines a heavy-duty status, the supervisor or postmaster will make the full 12-day count and the complete boxholder count.

c. On routes classified heavy duty, special, or auxiliary, the postmaster or supervisor will make the count on all days during the count period, including the two additional weeks of the boxholder count. (This requirement is applicable where post offices are closed on Saturday and supervisory personnel are not normally on duty.) The rural carrier may observe and may also count the mail. However, mail delivered and collected must be counted by the postmaster or supervisor and entered on the daily count forms. Carriers may observe, if they wish, the mail count on their relief days or on days they are in a leave status. (Any carrier, who observes the mail count on a relief day, or while in a leave status, must be in a non-duty status and must not participate in the office work activities.)

2. Control of Forms. Care must be exercised by the postmaster or supervisors in controlling mail count forms in order to assure that all entries are proper.

C. Casing of Mail by Carrier

1. The principle underlying the count is that the same mail flow conditions prevail during the count period that are normally in effect the rest of the year. Postmasters and supervisors must see that all mail available up to the normal morning cutoff time for distribution on the day preceding the count is delivered on that day and that all mail available up to the normal morning cutoff time on the last day of the count will be included in the count and delivered.

2. **Available mail is that mail distributed and placed on carrier case ledges, in hampers, trays, or on the floor beneath the carrier case, and that which is in distribution cases up to the cutoff or final withdrawal time prior to departure time to serve the route.** It does not include mail distributed after the scheduled cutoff or final withdrawal time, or mail received too late for distribution, as long as the requirements in POSTAL OPERATIONS MANUAL 612.1 are met.

Note: The withdrawal of mail from distribution cases by carriers or the placing of mail at or near carrier cases by another employee will be in accordance with the nationally established criteria. The withdrawal procedure established for the count period must be the same as that which will *normally* be followed the remainder of the year.

(The national criteria concerning changes in withdrawal procedures is published as a separate article in this POSTAL BULLETIN. **See "Withdrawal Procedures" on page 13. No changes may be made in the withdrawal methods used by carriers in those offices having only rural delivery service.)**

3. Mail will be distributed to ensure a normal flow on the day preceding the count period and the last day of the count. All simplified address mail available at delivery units will be distributed to rural carriers during the count period; except that where a commitment has been made to a mailer to deliver on a specific date other than the count period, the mailer's request must be honored.

4. The method of handling or casing boxholder mail shall be at the option of the carrier. However, no time allowance will be granted under column F of Form 4241.

5. Carriers who normally case mail upon return to the office after completing their routes are to continue this practice on the Saturday preceding the count and during the count period. Carriers who *do not* case mail upon return to the office after completing their routes will *not* do so on the Saturday preceding the count nor during the count period. All mail is to be recorded on the Form 4239 for the day of the count on which it is

cased. Therefore, mail cased on the Saturday preceding the count period will not be included in the count. However, mail cased after the carrier returns from serving the route on the last day of the count will be credited on the same Form 4239 used earlier in the day and will be included in the annual count.

III. FORM 4239

A. Description

1. Form 4239, Count of Mail (Rural Route) is designed to function as a combination daily worksheet and mail count record. This important daily record provides the basic source of mail volume and time data which is transferred to Form 4241 and consolidated for the two week period. A separate form is used to record each day's mail count.

2. The postmaster, supervisor, or mileage route carrier responsible for making the count will prepare Form 4239 daily. The Form 4239 worksheets are to be completed as the mail is counted. After completion of the Form 4239 daily, the original will be retained by the postmaster, and the carbon copy will be given to the carrier.

Note: When management completes the Form 4239, upon request it will be shown to the carrier before the mail is trayed or strapped out, to allow verification of the count data.

3. The postmaster, supervisor, or carrier who makes the daily count must sign Form 4239 each day.

4. Carriers serving heavy duty, special, or auxiliary routes will not make any entries on Form 4239.

5. Form 4239 will be completed at intermediate offices having rural delivery. These forms will be forwarded daily in sealed envelopes to the head-out office postmaster for consolidation on Form 4241. Form 4241 will not be completed at intermediate offices.

a. On presently classified heavy-duty, special, and auxiliary routes, the Form 4239 will be completed in accordance with II.B.1.c.

b. On mileage (M or RCS) the Form 4239 will be completed in accordance with II.B.1.a and II.B.1.b.

B. Worksheet for Counting

The worksheet must be completed in accordance with the following guidelines:

1. Column A. *Letter Size Mail.* All letter size mail including ordinary letters, cards, newsletter type mail, and circulars 5 inches or less in width which can be cased in the letter separations of the carrier case is entered in this column. Small magazines and small catalogs 5 inches or less in width and ⅜ inch or less in thickness are included in this column. Detached address labels for sample merchandise, magazines, and catalogs are included in the letter count.

Do not include newspapers, boxholders, flats, and rolls even though they may be cased with letter mail. Each direct bundle distributed and tied out at mail distribution cases is counted as one parcel and entered in column C. Direct bundles tied out at the *carrier case* are not to be counted as parcels. Registered, certified, COD, numbered insured mail, Express Mail, and other accountable mail are not included in this column.

Note: For special delivery articles, see column F.

2. Column B. *Papers, Magazines, Catalogs, Flats, Other Size Mail.* Newspapers, flats, magazines, catalogs, rolls, and other non-letter size mail which can be cased for delivery using carrier casing equipment is entered in this column. This includes catalogs cased with other mail or cased separately.

This does not include odd-sized articles which cannot be cased with other mail for the route and those items specifically referenced in *column C, Parcels.*

Exceptions: Simplified address articles, including mail with detached labels, are to be counted as boxholder mail and entered in column D. Each direct bundle distributed and tied out at mail distribution cases is counted as one parcel and entered in column C. Direct bundles tied out at the carrier case are not to be counted as parcels. Registered, certified, COD, numbered insured mail, Express Mail, and other accountable mail are not counted in this column.

Note: For special delivery articles, see column F.

3. Column C. *Parcels.* Enter the number of parcels of all classes which because of their size and/or shape cannot be cased in the letter and flat separations (where flat separations are used). This includes articles which cannot be cased and strapped out because to do so would result in damage to the contents (i.e. phonograph records, large photographs, articles marked *do not fold or bend*). Parcels with detached labels will not be entered in this column but will be counted as boxholders in column D. Only specifically addressed samples too large to be cased will be included in the parcel count.

Each direct bundle distributed and tied out at the mail distribution cases is counted as a parcel. Direct bundles tied out at the carrier's case *are not counted* as a parcel. Registered, certified, COD, numbered insured mail, Express Mail, and other accountable mail are not counted in this column.

Note: For special delivery articles, see column F.

4. Column D. *Boxholders.* See IV.D.3.c.(2).

5. Column E. *Boxholders Strapped Out.* See IV.D.3.c.(3).

6. Column F. *Registered, Certified, and Special Delivery Articles, Numbered Insured Parcels, and Express Mail.* The number of such articles received daily for delivery is entered in this column. Entries in the column preclude entries for the same items in columns A, B, C, or P.

Note: Where the carrier dismounts or leaves the line of travel to effect delivery or attempt delivery of special delivery mail, the number of special delivery articles will be entered in this column. Otherwise, they are entered in columns A, B, or C as appropriate. Do not record any articles entered in columns A, B, or C in column F.

7. Column G. *CODs and Customs Due Received for Delivery.* Enter the number of articles received daily for delivery.

8. Column H. *Change of Address.* The number of orders to change address (Form 3575, *Change of Address Order,* or Form 3546, *Notice to Change Forwarding Order*) received and entered during the count period in route directory or on Form 4232-A, *Customer's Name and Address,* Form 1564-B, *Orders to Box Section or Other Special Orders,* and/or Form 3982, *Changes of Address,* are entered in this column. Form 3546 initiated by the carrier is creditable as a forwarding order, provided it is not a duplication of previous action taken.

Note: The entry of a new or additional customer's name on Form 1564, *Address Change Sheet,* or Form

4232–A, is not to be recorded as a change of address order. There must be no accumulation of change of address orders at the start of the count period.

9. Column J. *Marked Up.* The number of pieces of all classes of mail marked up is recorded in this column. **Markups are mail undeliverable as addressed which require the carrier to endorse the mail with the new address or with the reason for nondelivery specified in DMM 159.1** (including pieces of no obvious value and indefinitely addressed mail.) This includes mail deliverable from the same local delivery unit or other delivery unit. Not included are pieces for which Forms 3579, *Undeliverable 2nd, 3rd, 4th, or Controlled Circulation Matter,* were prepared. Mail missorted to a route must *not* be recorded as a markup except when it is deliverable from another local delivery unit, if known, in which case it must be endorsed with carrier initials and route number. Missorted and missent mail is included in the original count of mail. This also applies where routes have been adjusted, territory changed, and the mail is routed to the wrong carrier. Where mailing addresses have been changed from rural route and box number to street name and number, credit must not be given for a markup whether on the same route or where the territory has been transferred to another route. This is considered a handoff, and credit is given in the original count of mail. At post offices where the Central Markup/Computerized Forwarding System is in effect, markup credits will be given for the following categories of undeliverable mail.

a. *Mail sorted to the undeliverable as addressed separations.* Credit one markup for each bundle of the following categories of mail:

(1) A–Z separations.
(2) Moved, Left No Address.
(3) Insufficient Address.
(4) Attempted, Not Known.
(5) No Such Number.
(6) Undeliverable as Addressed, Unable to Forward.
(7) No Obvious Value.

b. *Deceased*

c. *No Mail receptacle*

d. *Refused*

e. *Temporarily away.* This endorsement is only to be used when returning mail because the retention period as requested by the sender has expired.

f. *Vacant* (obvious value third-class mail addressed to Occupant applies only to those rural routes where street and house numbers are used).

g. *Indefinitely addressed mail*

h. *Undeliverable, as addressed, parcel post.* Do not credit as a markup parcel post endorsed only to indicate that an attempted delivery notice was left.

i. *Excess boxholders*, carriers will:

(1) Place all excess boxholder mail into an appropriate container (sack, hamper, tray, etc.);

(2) Endorse a facing slip *In Excess of Requirements,* initial the slip, and attach it to the container with the excess boxholder mail; and

(3) Be given credit for one markup.

10. Column K. *Forms 3579 and 3868 Completed.* The number of Forms 3579 and Forms 3868, *Carrier's Clearance Receipt,* completed are entered in this column. Forms 3579 must be kept current so there are none on hand on the first day of the count. No duplicate Forms 3579 will be completed or counted during the count period. Where the Central Markup/Computerized Forwarding System is implemented, only the number of Forms 3868 completed is entered. Where the Central Markup/Computerized Forwarding System has not been implemented, **postmasters or supervisors must verify each Form 3579 claimed** to ensure compliance with the provisions of DMM 159.1, Exhibit 159.151 and Part 232.12 of the Handbook M–37, *Rural Carrier's Instruction Handbook.*

11. Column L. *Money Order Applications.* The number of money order applications received on the route is recorded in this column. If the rural carrier resides on the route served, and regularly purchases money orders throughout the year, credit will be allowed. **Postmasters or supervisors will review each application daily.**

12. Column M. *Letters and Flats Collected.* The number of letters and flats collected on the route is entered in this column. If mail is received in bundles, each bundle is to be counted as one piece. Each piece in the bundle is not to be counted. Mail picked up from a collection box is not to be included. Actual time required to pick up mail from a collection box is to be entered under column R, *Other Suitable Allowance.*

13. Column N. *Ordinary and Insured Parcels Collected.* The number of ordinary and insured parcels accepted on the route is entered in this column. That is:

a. Parcels that require the carrier to weigh, rate, and affix postage to the article or;

b. Parcels weighing more than two pounds on which postage has been prepaid. Do not enter obvious letter and flat size mail, including film packs, etc, whether the carrier affixes postage or not. Presacked parcels on which postage has been computed are to be counted as one parcel for each sack. Parcels that are refused by the customer or are undeliverable shall not be credited as a parcel collected.

14. Column O. *Registers and Certified Collected.* The number of registered and certified articles accepted on the route is recorded in this column. Those articles *returned* where Form 3849–A, *Delivery Notice or Receipt,* or Form 3949–B, *Delivery Reminder or Receipt,* have been left for the customer are not included in the count. Time credit for *No Response-Left Notice* items is included in the time factor for delivery.

15. Column P. *Postage Due.* The number of postage due articles taken out for delivery is entered. Postage due items are not to be included in columns A or B.

16. Column Q. *Loading Vehicle.* The time actually used to transfer mail from the carrier's work area to the vehicle, including placing it in the vehicle. This includes the time to take mail from the work area to the vehicle, and the time necessary to return the equipment used to a designated location. Postmasters or supervisors must observe the loading operation daily to assure that efficient practices are followed. The time required to place mail in gurneys or hampers will be included in loading time. In offices where the carrier does not normally withdraw all mail for the route, the required final withdraw from the designated distribution case or other equipment will be accomplished in conjunction with the loading operation and the actual time required included in the loading allowance. **Do not include the time used for this function if the carrier receives the withdrawing allowance.** Loading time in excess of 15 minutes must be fully explained in the comments section on Form 4241. However, the loading allowance is not to be interpreted as a minimum 15 minutes daily. The actual time shown for loading the vehicle must not include time for arranging parcels in delivery sequence as this is included in the time allowance for those items in column C.

17. Column R. *Other Suitable Allowance*

a. A reasonable time allowance may be claimed for unusual conditions or for other services rendered on a daily or weekly basis that are not accounted for under the normal work functions. This does not include time for vehicle breakdowns. Items for which time is claimed under this heading must be authorized by management and must be of a recurring daily or weekly nature. Where weekly recurring safety talks are conducted, actual time will be recorded in column R.

b. At those offices where the Central Markup System or the Computerized Forwarding System is installed, actual time will be allowed in column R for time required to place CMU/CFS mail in the designated location.

c. Where no office personnel are on duty when the carrier returns from serving the route on Saturday, the carrier will receive actual time allowance for duties performed over and above normal functions on this day and the following work day. (This does not include time spent counting mail or completing count forms.)

d. Where a carrier serves an apartment building with approved apartment boxes, only the actual time required to travel from the vehicle to the boxes and return to the vehicle is entered in column R. The standard box time allowance is mechanically granted for each box served; therefore, time making delivery at the box location is not included. Where a carrier is authorized to dismount to deliver mail to other places (businesses, hospitals, nursing homes, schools, etc.) the dismount time is determined by the same method as for apartment buildings. Time spent at an authorized dismount must not include time spent making delivery, securing signatures for accountable mail, or collecting postage due.

Note: Dismount time is not the total elapsed time, only the actual travel time from the vehicle to the box location or delivery point and the actual travel time to return to the vehicle.

e. Those carriers who serve a non-personnel rural unit receive an allowance of 15 minutes daily for each unit served. Boxes located in these units are not included in the route totals for boxes on the route as entered on Form 4241. Any additional time claimed for servicing a non-personnel unit must be adequately justified in the *Comments* section.

f. Actual time will be granted the rural carrier for dismount time to serve an intermediate office in the same manner as described above for serving an apartment house if lock pouch service is not provided.

g. Personal time or time used for purchasing and checking stamp stock at the office where the route starts is not entered; these are automatically granted by mechanical means.

h. For those rural routes using USPS owned or leased vehicles, actual time allowance will be granted for those related, recurring functions such as servicing the vehicle, where required to do so, and for vehicle inspection. Actual time shall also be given for time required by the carrier to complete vehicle related forms. The postmaster or supervisor must record time under column R, *Other Suitable Allowance*. Time spent waiting for vehicle repair or tow while on the route is not a recurring function and shall not be granted. If the USPS vehicle is removed from the route, the time granted for vehicle related functions will be deducted, and the route will be adjusted to reflect the new evaluation.

i. All entries in column R require justification in *Comments* section.

18. Column S. *Counting Time.* The number of minutes actually used by the carrier who is serving the route to count, observe, and/or verify the count of mail. Record only the time used by the carrier.

19. Column T. *Waiting Time.* The number of minutes carrier spent waiting for mail after the official starting time is entered.

20. Column X. *Intermediate Offices Served Daily—Services Performed at Intermediate Offices.*

a. The number of intermediate post offices served daily as shown. Carriers who perform functions or services at intermediate offices for which time allowances are provided will receive appropriate time credit for these services.

b. All functions performed or services provided at intermediate offices will be recorded daily on Form 4239 and forwarded to the postmaster at the carrier's originating office in a sealed envelope.

c. Where a carrier purchases and checks stamp stock at an intermediate office, the actual time required to perform this function, not to exceed five minutes daily, should be shown in the *Other Suitable Allowance* column and explained under *Comments*. The normal frequency of stamp purchases at the intermediate office must be maintained during the mail count period.

d. When completing Form 4241 for the week, the postmaster at the office from which the route begins will include in the proper total columns the items applicable to the intermediate office and will write in above the signature line the words, *including services performed at intermediate office*. The functions or services performed must be indicated on the form under *Comments*.

21. Column Y. *Weight of Locked Pouches Carried Daily.* The weight carried in pounds (rounded to the nearest whole pound) of all mail to and/or from intermediate offices is shown. Carriers serving non-personnel rural units do not receive credit for a locked pouch.

IV. FORM 4239-A

A. Definition

Form 4239-A, *Rural Route Count of Boxholder Mail*, is designed to function as a daily worksheet and boxholder count record. The total count of boxholder mail and boxholder mail strapped out for the four-week annual count of mail period or the two-week special count period are transferred to Form 4241.

B. Use of Form 4239-A for Annual Count

1. For the annual count, boxholders and boxholders strapped out will be counted for four consecutive weeks beginning one week prior to the start of the full mail count.

2. The totals will be entered daily on Form 4239-A and initialed by the supervisor and rural carrier serving the route on that day.

C. Use of Form 4239-A for Special Counts

Form 4239-A will be used for special counts except boxholders and boxholders strapped out are counted only for the actual two weeks of the special count period.

D. Completion

1. Complete Form 4239-A for each route at your office.

2. Enter in the appropriate space at the top of the form:

a. Your Post Office, State, ZIP Code

b. The number of the route covered by the form.

3. Proceed as follows for *Annual Mail Counts* and *Special Counts* coinciding with annual count.

a. Begin boxholder count one week prior to the full mail count.

b. Count for four (4) consecutive weeks.

c. Enter following information as appropriate to each column:

(1) Date Column. Enter dates that correspond to days shown on the form.

(2) Column D, *Boxholders*

(a) Enter daily number of boxholders taken out for delivery on route. This includes all simplified address mail, including samples with simplified address (DMM 122.4). When samples are received with detached address labels, enter the total number of samples. (See column A, for recording the label count.) The number of pieces of boxholder mail must not exceed the number of families on the route for each mailing. All boxholders, whether cased or not, are included in this column.

(b) Enter zero (0) if no boxholders are taken out for delivery.

(c) Add (at end of each week) boxholders received for that week.

(d) Enter the total weekly boxholders in the space designated on this form.

(e) Enter the total weekly boxholders in the corresponding space of column D on Form 4241, *Rural Delivery Statistics Report.*

(f) Add weekly totals together at the end of the boxholder count to determine the total boxholders received.

(g) Enter the total boxholders received in the *Total Boxholders* space on this form.

(h) Enter the total boxholders received in columns 59-63 on Form 4241.

(3) Column E, *Boxholders Strapped Out*

(a) Enter daily the number of pieces of boxholder mail (counted in column D) which the carrier has cased and strapped out for delivery. The method of handling or casing boxholder mail shall be at the option of the carrier. Record the data but no time allowance is granted under this column. The computer program has been changed to preclude time credits.

(b) Enter zero (0) if no boxholders are cased and strapped out.

(c) Add (at the end of each week) boxholders cased and strapped out for that week.

(d) Enter the weekly total in space designated on this form.

(e) Enter the weekly total in the corresponding space of column E on Form 4241.

(f) Add weekly totals together at the end of the boxholder count to determine the total number of boxholders cased and strapped out.

(g) Enter this total in the *Total Boxholders Strapped Out* space on this form.

(h) Enter the total boxholders strapped out in columns 64-68 on Form 4241.

(4) Cross-check the four-week total for accuracy:

(a) Add totals from weeks 1, 2, 3, and 4

(b) Add 24 daily entries

(c) Recompute form to identify and correct error, if the totals from (a) and (b) above do not agree.

(5) The postmaster or supervisor making the count must verify daily the entries on this form by initialing the *Supervisor Initials* column.

(6) The carrier must verify daily the entries on this form and initial the *Carrier Initials* column.

4. Proceed as instructed in IV.D.1. through IV.D.3. for special counts not coinciding with the annual count of mail, except:

a. Begin boxholder count on the first day of the full mail count.

b. Count for only a two-week period.

c. Use the week 1 and 2 spaces on Form 4239-A and Form 4241 for these counts.

d. Enter two-week totals in spaces marked *Total Boxholders* and *Total Boxholders Strapped Out.*

e. Transfer above figures to columns 59-63 and columns 64-68, respectively, on Form 4241.

5. The postmaster or supervisor must sign the form in the designated space and enter the date the form was signed.

E. Distribution

1. Retain original Form 4239-A with the Forms 4239 for the same route and count period.

2. Give duplicate to the carrier.

V. FORM 4241

A. Definition

Form 4241, *Rural Delivery Statistics Report,* is the source document used to determine the evaluation of all rural routes.

B. How to Use Form 4241

1. The totals of columns A-Y on Form 4239 are transferred daily to the proper lines on Form 4241. The weekly totals of columns D and E on Form 4239-A are transferred weekly to the proper lines of Form 4241. This information may be made available to the carrier. Draw a circle around the day of the week when a substitute serves the route. Typing of Form 4241 is not recommended.

2. At the top of the form show the name of the MSC and its ZIP Code; the name of the post office, state, and its ZIP Code; the name and social security number of the carrier; and inclusive dates of the count period.

a. **Note:** For regular routes enter the assigned regular rural carrier's name and social security, regardless of whether the carrier is on extended leave or absent from the route for any reason. However, if the route is vacant, enter **Vacant** in the block provided for the *Name of Carrier* and make no entry in the block provided for the *Social Security No.*

b. For auxiliary routes, enter the regularly assigned auxiliary carrier's name and social security number in the appropriate blocks.

3. Important: Each box or square at the top of the form and on the *Total* lines must be filled in with a number or a zero. Be sure the last digit of each number appears in the box farthest to the right in each column. Where you have a three digit number such as 982, and there are five blank boxes on the Total line or elsewhere on the form, use zeroes in the boxes in front of the 982. Thus,

982 would be shown as 00982 in such a case. Be sure to:

a. Enter numbers as far to the right of each column as possible.

b. Enter only one number in each box.

c. Beside the signatures, show the date the form was completed.

d. Emphasize to carriers that **their signatures certifies the accuracy** of the count.

Note: Be sure to circle the day of the week the route was served by a substitute, including J and K days on heavy duty routes.

C. Completion

1. Complete columns 1–20 as follows:

a. Columns 1–6. Enter your finance number (including the state number) in 6 digits. If your state has a 1-digit number, place a zero in the first box on the left, i.e. for Alabama start with 01 and for Ohio start with 38; then add the four digits designated for your office, dropping the last zero.

b. Columns 7–8. Enter route number in 2 digits, i.e. Route Number 1 would be shown as 01. Enter a zero in the first box for all routes from 1 to 9.

c. Columns 9–13. The official length of the route obtained from the latest Form 4003, *Official Rural Route Description*, must be shown to two decimal places. However, do not use the decimal point on the form. For example: A route 61.38 miles in length would be shown as 06138 on the form; 45.5 miles as 04550; 101.28 miles as 10128.

Note: All route adjustments (deletions and/or extensions) which are justified and requested shall be submitted at an appropriate date so such changes shall be effective prior to the start of the mail count. However, if approved extensions or deletions are received during the count weeks, they must be processed effective on or before the last day of the count at the beginning of the pay period.

d. Columns 14–17. Enter the number of mailboxes on the route as of the last day of the count; 487 boxes would be shown as 0487. Count as a box temporarily vacant dwellings, apartments, and places of business with or without a box erected which have not been vacant more than 90 days. But do not include abandoned boxes, permanently vacant buildings, dwellings, and apartments vacant more than 90 days, buildings under construction, or dwellings and businesses receiving delivery solely through general delivery or a post office box. In resort areas, transient trailer parks, and transient mobile home parks only the boxes being served during the mail count period are counted.

e. Columns 18–20. Enter the minimum number of vehicle stops necessary to serve all boxes on the route. Where a group of boxes can be served without moving the vehicle, record one vehicle stop for that group of boxes.

2. Complete columns 21–44 as follows:

a. Columns 21–32. Carrier's Daily Time record—*Show the exact time* (not the scheduled time) the carrier reported, left, returned, ended, and the actual lunchtime, if any, in minutes for each day of the count period. The columns *Office Time, Route Time* (less lunch), and *Net Total Time* must be totaled in hours and minutes on the line *Total Hours and Minutes*. Convert the hours and minutes to minutes by multiplying the hours by 60 and adding to this the minutes. For example: 30 hours and 18 minutes would be entered as such on the *Total Hours and Minutes* line. On the next line, *Total in Minutes*, it would be entered as 1818 (30 hours x 60=1800 minutes, plus 18 minutes=1818).

Note: Include both morning and afternoon office time in columns 21–24.

b. Columns 33–36. In those few instances where auxiliary assistance has been authorized pending permanent relief, enter the daily time used in minutes in the *Auxiliary Assistance Used* column and enter the total minutes for the two weeks at the bottom of the column.

c. Columns 37–39. Enter actual time spent daily by the carrier waiting for mail and/or counting mail in the *Waiting and Counting Time* column. Record the total for the two weeks in minutes at the bottom of the column.

d. Columns 40–42. Enter weight of Locked Pouch Mail. Enter the total weight in pounds (rounded to the nearest whole pound) of all classes including outside pieces transported to intermediate offices. Compute the *Average Daily Weight* (total÷12) and enter this figure in these blocks.

e. Column 43. Where a carrier is authorized to withdraw all mail from distribution cases, enter the figure "1" on the *Total* line for this column. If an employee other than the carrier daily withdraws mail and places it on the carrier's case ledge, in hampers, trays, or on the floor beneath the carrier case, enter a zero on the *Total* line for that column.

f. Column 44. Where a carrier is required to deliver or collect pouch mail at intermediate offices, and does not receive a regular locked pouch allowance, enter the figure "1" on the *Total* line for this column. Otherwise, enter zero.

Note: If a carrier provides locked pouch service to more than one intermediate office, or makes more than one stop for locked pouch service at an intermediate office, show the total number of offices (or stops) served daily in this column. For example, if a carrier delivers a locked pouch to an intermediate office in the a.m. and picks up a locked pouch from an intermediate office in the p.m., enter the figure 2 in this column.

3. Complete columns 45–105 as follows:

Note: Before totaling the entries for the days of the count period on the *Total* line, verify that all figures transferred from Forms 4239 each day or Form 4239–A each week are correct.

a. Columns 45–58. Enter the totals for the two weeks on the *Total* line under each column. Do not average these items.

b. Columns 59–68. Enter the totals for four weeks on the total line under each column. **Do not average these items.**

(1) For special counts, not coinciding with the regular count, enter only the two week totals.

(2) For columns 64–68 be sure that only those boxholders cased and strapped out are included.

c. Columns 69–105. Enter the totals for the two weeks on the total line under each column. **Do not average these items.**

d. Columns 100–102. Enter the actual loading time used in minutes

e. Columns 103–105. In the space provided for *Other Suitable Allowance*, enter the total minutes used daily and for the two weeks. Detailed justification must be shown under *Comments* below. Examples of allowable time items:

(1) Collecting mail from collection boxes on routes

(2) Delivering city carrier relays

(3) Actual time (not to exceed 5 minutes) spent in purchasing and checking stamp stock at an intermediate office. Do not include checking stamp stock at office from which route emanates, personal time, or delivered lock pouch since a flat allowance is automatically provided for these items.

4. Complete *Additional Information Section* as follows:

a. Line A. Enter number of families served

b. Line B. Enter number of apartment *buildings* served

c. Line C. Enter the total authorized dismount deliveries

d. Line D. Report Type: Enter appropriate code to indicate if report is Annual=A, Special=S, Amended=C.

Note: When amending an annual or special count, enter the count data as it appeared on the original Form 4241, except enter the correct data in lieu of the erroneous entry(s).

e. Line E. Enter *A* if route is currently classified as an auxiliary or enter *S* if route is currently classified as a special route, otherwise leave blank.

f. Line F. Tri-weekly routes: Enter *M* if schedule is Monday-Wednesday-Friday; Enter *T* if schedule is Tuesday-Thursday-Saturday. Leave blank if the route is not a tri-weekly route.

g. Lines G–M. Check the appropriate box (Yes or No) for each of the following:

(1) Line G—Is the route currently under the Central Markup System?

(2) Line H—Is the route subject to seasonal adjustment?

(3) Line I—Is it a new route?

(4) Line J—Is this route to be discontinued?

(5) Line K—Is a USPS vehicle regularly assigned to this route?

(6) Line L—Does the carrier choose to elect the higher route classification?

(7) Line M—Has the carrier made the necessary annual leave commitment?

NOTE: Any rural carrier, whose route may be classified in more than one heavy-duty classification, may elect the higher route classification if:

(a) The requirements of the *USPS–NRLCA National Agreement*, Article 30.1.C.6 are met, and

(b) Lines L and M of the *Additional Information Section* of Form 4241 is checked Yes, and

(c) The leave commitment statement in the *Comments* section of Form 4241 is signed by the carrier. Signing this statement fulfills the requirements of Article 30.1.C. 6a(2) of the *USPS–NRLCA National Agreement.*

h. Line N. Enter the date of the local conference.

D. Submission and Disposition of Forms 4241

1. Postmaster's Actions

a. Review of Forms 4239, 4239–A, and 4241

(1) Errors. Each year errors are detected on the forms used for rural mail counts which reflect careless preparation of the forms. These errors result in processing delays at the MSC or PDC, and/or improper classification of rural carriers. Particular attention should be given to Form 4241 to assure that the entries for columns 21–32 have been converted from hours and minutes (space above blocks) to a *Total in Minutes* only in the blocks provided; and also, that entries in blocks provided for columns 40–42 reflect the *Average Daily Weight* based on the two-week total weight entered in the space above these blocks. Postmasters must review and double check all data recorded on these forms before submission to management sectional centers.

(2) Central Markup System. At offices where Central Markup System is installed, be especially alert in reviewing columns J and K on Form 4239 and columns 77–80 and 81–83 on Form 4241 to assure that entries only reflect markup work actually performed by carriers. Continue to record Forms 3868 in column K.

(3) Use Care. Remember the importance of the data submitted.

b. Submission to MSC.

(1) Mail the original and the first carbon copy of Form 4241, so they will be received at the MSC office by October 8. Retain the second carbon copy. After the MSC office review, the first copy will be returned to you with needed corrections clearly marked. Compare it with your copy, make all necessary corrections, and promptly give one copy to the rural carrier. Retain the other in your files.

(2) The postmaster normally signs Form 4241. However, in order not to delay their scheduled submission to the MSC office, any postmaster who will be absent on leave (annual, sick, convention) will designate an employee to sign the forms. When it is necessary for someone (other than an assistant or assistant to the postmaster) to sign the forms for the postmaster, it should be done in the following manner:

John Doe, Postmaster
by ________________ (Title)

2. Management Sectional Center Actions

a. Management sectional center review of Form 4241. Installation heads at management sectional centers are responsible for reviewing all Forms 4241 for accuracy, completeness, and compliance with instructions before transmitting them to the respective postal data center (PDC) for processing.

b. Submission of Forms 4241 to Data Centers. After carefully reviewing and making all necessary corrections, the MSC manager or designee must submit one copy of Form 4241 for the annual or special mail count coinciding with the annual mail count to reach the PDC no later than Monday, October 20, 1980.

Forward reviewed Forms 4241 daily to the PDC beginning October 8, 1980; forms must not be accumulated over several days.

c. Verify and separate Forms 4241 which represent special counts coincident with the annual count, and forward to the PDC in **separate envelopes,** clearly marked *Special Count.* **NOTE:** The counts in b and c include the 4-week boxholder count.

d. Forms 4241 for special mail counts which do not coincide with the annual mail count (2-week boxholder count) must be submitted to the PDC no later than ten days before the date that the special mail count is to be effective.

e. Upon forwarding the original Forms 4241 to the PDC, the MSC must promptly return the first copy of Form 4241 to the originating office.

VI. FORM 4241–A

A. Description

1. Form 4241–A, *Rural Route Evaluation,* includes management information and rural carrier salary information.

2. The information on lines 1 through 4 of the Form 4241–A is aligned to be consistent with the Form 4241.

Continued on P. 13

To all offices with rural delivery

Withdrawal Procedures—Rural Delivery

The following agreement has been entered into by the Postal Service and the National Rural Letter Carriers' Association:

The parties agree to recognize the following as nationally established criteria governing changes in the method of withdrawal for rural routes.

There shall be no changes made by the employer in the existing withdrawal method in use on rural routes as of July 1, 1977, except as follows:

Effective immediately, the employer reserves the right to change the methods, means, and/or personnel by which such operations are conducted in all offices having both rural and city delivery service. Improvement in efficiency at the individual office and assurance that the withdrawal of mail (if by an employee other than the rural carrier) normally will not require the carrier to wait for mail must be supplied in writing to the management sectional center. Assessment will be on an office-by-office basis. Normally, there should be no significant schedule changes resulting from a change in the method of withdrawing mail.

This memorandum shall remain in effect until the above criteria are incorporated into an official Postal Service handbook or manual. Any changes or revisions considered after that time will be made in accordance with the provisions of the *USPS–NRLCA 1978 National Agreement.—Delivery Services Dept., 8-7-80.*

Carrier Route Information System (CRIS)

Postal personnel are reminded that the official national scheme tape currently valid is the March 15 tape. Mail prepared according to those schemes must be accepted at the carrier presort rate through September 15. Interim changes may be incorporated by mailers, but the inclusion of those changes is not mandatory.

The new national scheme tape was published on July 15. All mail *must* conform to this new July 15 tape after September 15 for carrier route presort mailings. However, the July 15 schemes may be used by mailers at this time.—*Delivery Services Dept., 8-7-80.*

All Personnel Processing Mail for Dispatch Abroad

Foreign Order Notice 16

Keep all foreign order notices for use as reference.

A tentative *Lottery order* has been issued against:

CANADA

Master Marketing
Box 1137, 701 W. Hastings St.
and
M.P.O. Box 4264, 394 W. Georgia St.
Vancouver, B.C.

Beaver Mail Order Services, Inc.
Box 2029, Main Post Office
and
Circulation Dept.
Box 34030, 2405 Pine St.
and
Box 309, Station A
Vancouver, B.C.

W. GERMANY

Treutinger
Streitelsfinger Str. 5
D-8990 Lindau/B.

IRELAND

Co. Dublin

Ann Carew
23 Castle Court
Booterstown

Galway

Mrs. Moira Morton
3 7 Ardnamara
Salthill

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to the Postmaster of New York, NY 10001, Attention: Claims, Inquiry and Undeliverable Mail, Room 4508. Do not place any endorsement on the mail pieces themselves.

Final Orders

Tentative Lottery orders against the following have become final:

CANADA

Customer Service Dept.
1250 Homer Street
Vancouver, B.C.

W.L.S. Distributors
Box 110
New Westminster, B.C.

Canusa Industries
No. 302–3631 No. 3 Road
Richmond, B.C.

IRELAND

Miss Laura Thewlis
22 Victoria Street
Sth Circular
Dublin 8

Ellen Marken
23 Villa Park Road
Navan Road
Dublin 7

James Downey
7 Aideen Avenue
Dublin 6

Co. Galway

Joesephine Dillen
Gardenfield Rd.
Tuam

Co. Dublin

Monica Curran
31 Fancourt Hgts.
Balbriggan

Mr. David Kelly
50 Wilson Road
Mount Merrion

Anne Dunne
43 Slievebloom Park
Drimnagh

Kathleen Reilly
19 St. Lawrence Tce
Howth

Susan Cullen
c/o 26 Patrick Street
Dun Loagaire

Peter Harris
Iniscara, Carrickbrack Road
Sutton

Maura Deeley
7 Beechwood Lawn
Killiney

Elizabeth Fox
65 Pembroke Road
Ballsbridge

Miss Maureen Dillon
19 Westbourne Road
Terenure

Tentative *False Representation order* against the following has become final:

ENGLAND

Middle East Economic Publications
84 Liverpool Road, Cadishead
Manchester M30 5AN

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all SCFs and designated International Exchange Offices.—*Judicial Officer, 8-7-80.*

Continued from P. 12

3. Line 5 contains route information such as the number of boxes, miles, dismount deliveries, apartment buildings, etc.
4. Line 6 incorporates the carrier's salary information.

B. Distribution

Form 4241-A is printed in four parts. They are to be distributed as follows:

1. First copy to the MSC office
2. Second copy to the post office route file
3. Third copy to the rural carrier
4. Fourth copy to the rural route book.

Note: The fourth copy has line 6 blocked out to avoid having carrier salary information in the route book.—*Delivery Services Dept., 8-7-80.*

Warning Notice—Unrecovered Stolen Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)

The following money orders are void and should not be cashed: (1) All card type orders. (2) New style orders 000,000,001—199,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, KIA OB1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21256 article.

200,400,512 to 0,600
200,467,313 to 7,500
201,328,601 to 9,300
201,963,699 to 3,800
201,980,250 to 0,299
202,545,957 to 6,000
207,218,569 to 8,600
208,872,242 to 2,257
209,190,001 to 5,000
210,301,801 to 2,000
210,835,285 to 5,300
210,935,633 to 5,700
212,900,201 to 0,300
213,345,001 to 5,100
213,504,865 to 5,000
216,823,954 to 4,000
217,621,979 to 2,100
217,622,401 to 2,800
218,660,066 to 0,700
219,494,026 to 4,130
219,692,001 to 2,100
224,126,989 to 7,100
226,781,246 to 1,400
226,073,655 to 3,700
227,129,004 to 9,400
227,564,701 to 4,800
229,000,595 to 0,600
229,083,686 to 3,700
229,428,120 to 8,300
230,004,990 to 5,200
230,143,701 to 4,000
231,387,001 to 7,500
234,067,232 to 7,300
235,833,783 to 3,800
237,386,845 to 7,000
238,758,669 to 8,730
239,162,130 to 2,200
239,863,796 to 3,870
239,864,826 to 4,900
240,362,301 to 2,600
241,535,801 to 6,000
242,545,470 to 5,800
242,917,801 to 8,000
243,920,027 to 0,100
244,343,084 to 3,100
244,583,557 to 3,600
245,740,589 to 0,600
245,767,347 to 7,400
247,636,179 to 6,200
247,649,190 to 9,200
247,760,081 to 0,100
250,442,960 to 3,000
252,160,301 to 0,393
252,494,635 to 4,700
253,094,279 to 4,400
253,181,800 to 1,900
253,641,268 to 1,300
254,680,851 to 0,900
259,412,918 to 2,954
261,707,201 to 7,400
261,766,701 to 6,800
262,740,206 to 0,300
263,414,901 to 5,800
264,474,080 to 4,300
266,472,561 to 2,860
268,746,401 to 6,500
270,677,679 to 7,696
272,291,501 to 1,600
274,450,824 to 0,900
274,873,716 to 4,100
275,288,303 to 8,700
278,286,361 to 6,400
278,737,201 to 7,300
278,846,365 to 6,600
282,204,343 to 4,700
282,909,819 to 9,900
284,943,445 to 3,500
285,397,992 to 8,400
286,837,601 to 7,900
288,349,047 to 9,500
288,657,574 to 7,600
291,853,923 to 3,969
295,946,650 to 6,661
296,077,001 to 7,053
296,077,201 to 7,300
297,173,660 to 3,900
297,213,342 to 3,500
297,444,801 to 5,500
297,700,501 to 0,700
298,072,101 to 2,600
299,902,655 to 2,700
305,253,101 to 3,600
306,165,495 to 5,500
306,698,463 to 8,500
306,933,345 to 3,400
307,200,601 to 1,000
307,806,061 to 6,100
310,917,957 to 8,100
310,956,020 to 6,200
311,577,901 to 8,100
311,994,658 to 4,700
314,162,132 to 2,200
315,105,301 to 5,500
315,788,118 to 8,140
317,630,301 to 0,400
321,087,737 to 7,800
321,272,306 to 2,400
321,489,229 to 9,300
322,180,820 to 1,000
323,294,360 to 4,400
323,296,838 to 6,856
323,297,695 to 7,730
323,485,231 to 5,240
323,997,101 to 7,400
326,023,246 to 3,300
328,436,401 to 6,500
331,892,798 to 3,000
332,069,432 to 9,500
336,646,801 to 7,300
336,661,265 to 1,500
336,825,701 to 7,000
336,909,925 to 0,000
337,395,212 to 5,300
338,038,706 to 8,800
338,891,701 to 2,200
339,519,801 to 9,900
339,735,184 to 5,200
340,711,001 to 3,000
341,462,701 to 2,900
343,703,708 to 3,900
343,760,901 to 1,000
343,945,919 to 5,940
344,536,201 to 6,400
344,821,230 to 1,297
344,854,601 to 4,700
345,299,801 to 9,900
345,986,501 to 6,600
347,238,201 to 8,300
347,975,946 to 5,959
348,086,296 to 6,300
348,190,501 to 0,900
349,779,757 to 9,800
351,452,949 to 3,000
351,490,001 to 0,600
353,461,741 to 1,800
355,360,601 to 1,000
357,010,401 to 0,500
357,339,409 to 9,455
358,180,401 to 0,600
359,269,750 to 9,790
359,547,122 to 7,150
359,790,481 to 0,540
359,791,901 to 1,920
359,994,676 to 4,700
361,168,730 to 8,900
361,201,906 to 2,100
362,295,806 to 5,819
363,463,501 to 4,500
363,475,801 to 6,100
363,496,901 to 7,000
363,633,090 to 3,100
363,794,701 to 5,200
365,301,401 to 1,500
365,318,801 to 9,000
365,867,401 to 7,500
365,867,517 to 7,600
366,888,911 to 9,000
366,967,107 to 7,200
367,683,901 to 4,000
368,108,160 to 8,600
368,416,575 to 6,600
368,773,419 to 3,500
368,847,601 to 7,700
374,988,860 to 8,880
375,079,981 to 80,030

Uniform Allowance—Medical Personnel

Non-Bargaining Unit Employees

1. An annual uniform allowance of $165 is established for the following positions:

a. Head nurses.

b. Technicians and therapists.

2. Full-time medical officers will be allowed $100 annually and part-time medical officers $75 annually for doctor's white coats.

Bargaining Unit Employees

1. Nurses in the NPPN bargaining unit will be provided an annual allowance in accordance with Article 17 of the National Postal Professional Nurses' Agreement.

2. Effective July 12, 1980, employees represented by the Florida Nurses' Association shall be covered by the same uniform provisions applicable to all bargaining unit nurses within the Postal Service (i.e., Article 17, NPPN Agreement).—*Employee Relations Dept., 8-7-80.*

District and MSC Changes

Effective July 12, 1980, MSC Bristol, TN-VA (242-243) was combined with MSC Roanoke, VA 240-241, 245.

MSC Roanoke, VA 240-243, 245

The above change will be incorporated into a new listing to be published at a later date.—*Operations Group, 8-7-80.*

MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices, including Inspection Service Forms 577, should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below). Destroy PB 21256 listing. **B. Old Style.** (Gray). **C. Counterfeit.** The listing from PB 21240 remains valid for both B. and C.

165 705 7000 to 7999
206 493 4600 to 4799
206 793 5600 to 6499
208 287 8700 to 8899
209 728 2600 to 3099
210 868 4500 to 4699
211 238 0459 to 0999
211 436 5608 to 5699
213 578 4229 to 4399
213 822 5800 to 6299
215 538 0200 to 0499
216 678 6072 to 6999
217 210 7100 to 7299
217 241 5400 to 5799
217 268 2574 to 2699
217 667 3400 to 3599
217 672 4200 to 4599
217 902 4181 to 4299
218 755 4591 to 4699
220 350 0000 to 0999
221 371 4600 to 4999
221 626 2100 to 2299
221 661 5318 to 5499
222 224 8100 to 8499
222 536 2000 to 2299
224 206 6395 to 6499
224 554 9830 to 0399
225 268 1655 to 1799
225 711 9700 to 9999
225 712 0000 to 0999
225 767 2000 to 2299
227 097 4600 to 4699
227 254 9800 to 0099
227 611 4000 to 4599
228 660 5976 to 5999
229 117 4866 to 4999
229 346 9900 to 9999
229 434 3500 to 3599
229 531 9700 to 9899
229 563 1918 to 1999
229 576 1800 to 1899
230 406 2975 to 2999
230 826 8683 to 8799
231 126 6475 to 6499
231 147 0883 to 1499
231 525 7893 to 7999
232 295 7249 to 7599
232 319 6535 to 6599
232 426 6620 to 6699
232 665 0292 to 0399
233 262 7907 to 7999
233 407 5872 to 5899
233 516 6100 to 6199
233 638 1200 to 1799
234 031 6456 to 6999
234 064 8437 to 8499
234 261 4500 to 4599
234 431 3655 to 3699
234 500 2944 to 2999
234 659 4000 to 4199
234 659 8700 to 8999
234 742 1948 to 1999
234 802 1060 to 1199
234 997 1000 to 1599
235 254 2060 to 2099
235 439 6181 to 6299
235 644 7061 to 7099
235 925 8767 to 8799
236 145 5082 to 5099
236 388 4842 to 5099
236 467 6573 to 6599
236 566 2555 to 2599
236 576 9520 to 9599
236 755 8000 to 8099
236 937 5803 to 5999
236 941 5400 to 5499
237 413 7500 to 7599
237 423 4111 to 4199
237 457 5600 to 5699
237 457 5800 to 5899
237 574 8657 to 8799
237 702 6823 to 6899
237 702 6921 to 6999
238 165 7700 to 7799
238 169 7587 to 7599
238 377 4508 to 4599
238 377 4607 to 4699
238 586 3100 to 3299
239 199 0700 to 1099
239 204 9916 to 9999
239 481 4728 to 4799
239 549 7116 to 7499
239 575 2000 to 2199
239 596 4800 to 4999
239 640 5708 to 5728
239 724 1489 to 1499
239 985 7000 to 7499
240 042 3151 to 3169
240 108 6501 to 6599
240 252 6400 to 6899
240 256 2900 to 3199
240 559 4363 to 4399
240 639 3561 to 3599
240 855 7000 to 7099
240 901 5900 to 5999
241 081 9274 to 9299
241 224 7209 to 7299
241 685 5124 to 5199
241 694 1800 to 1899
241 753 7766 to 7799
241 902 2600 to 2799
242 021 2262 to 2499
242 585 4155 to 4299
242 591 4500 to 4699
242 605 0000 to 0999
242 621 8314 to 8399
242 781 0789 to 0799
242 816 1337 to 1399
243 112 4109 to 4120
243 228 7200 to 7499
243 766 6730 to 6799
243 805 0000 to 0299
243 906 7800 to 8199
244 299 2000 to 2199
244 366 8800 to 8899
244 381 3024 to 3099
244 525 0719 to 0799
244 657 7700 to 7899
244 678 2333 to 2499
244 742 7748 to 7799
244 743 7100 to 7399
244 895 5575 to 5599
245 103 9300 to 9399
245 103 9400 to 9499
245 118 6754 to 6768
245 279 1420 to 1499
245 279 1510 to 1599
245 591 1626 to 1799
245 695 0346 to 0399
245 973 2677 to 2699
246 076 7300 to 7399
246 155 4048 to 4099
246 155 5000 to 5499
246 402 6511 to 6599
246 608 6300 to 6399
246 609 9545 to 9799
246 741 2082 to 2099
246 816 2600 to 2699
246 973 1372 to 1399
247 012 0500 to 0599
247 066 9300 to 9399
247 086 4200 to 4299
247 113 5635 to 5699
247 490 1960 to 1999
247 490 2086 to 2099
247 497 4000 to 4099
247 544 0200 to 0214
247 575 4400 to 4499
247 929 6417 to 6799
247 983 1511 to 1899
248 120 4322 to 4399
248 244 7246 to 7299
248 317 7624 to 7699
248 397 2163 to 2199
248 423 4864 to 4999
248 440 7916 to 7971
248 718 7317 to 7399
249 680 4872 to 4899
249 945 6900 to 6999
249 996 6000 to 6099
249 996 6300 to 6499
250 452 4971 to 4999
250 483 0600 to 0699
250 547 7046 to 7099
250 565 7029 to 7099
250 833 7200 to 7399
250 951 4340 to 4363
250 991 9778 to 9799
251 518 6281 to 6399
251 964 6056 to 6199
251 997 2913 to 2999
252 171 2041 to 2056
252 206 2101 to 2199
252 206 9532 to 9599
252 235 4400 to 4499
252 235 4581 to 4899
252 238 2299 to 2399
252 432 6988 to 6999
252 891 1159 to 1199
253 175 2670 to 2699
253 192 7311 to 7399
253 293 5931 to 5940
253 446 4033 to 4099
253 547 6013 to 6049
253 547 6054 to 6099
253 747 6924 to 6999
254 107 8590 to 8599
254 107 8913 to 8999
254 254 4490 to 4499
254 259 8867 to 8899
254 259 8951 to 9099
254 740 8408 to 8445
255 125 5568 to 5599
255 125 8500 to 8599
255 150 5300 to 5399
255 176 5373 to 5399
255 276 0949 to 0999
255 281 2647 to 2699
255 440 4800 to 4899
255 440 4900 to 4999
255 754 3621 to 3699
255 857 4749 to 4799
256 140 5400 to 5499
256 193 5100 to 5159
256 695 0525 to 0599
258 480 2600 to 2899
258 618 0254 to 0299
258 643 2765 to 2774
258 950 5217 to 5299
258 950 5433 to 5499
259 084 1386 to 1399
259 227 0000 to 1499
259 340 0828 to 0999
259 628 0936 to 0999
259 745 1300 to 1499
259 783 7821 to 7899
259 825 5819 to 5899
259 950 3053 to 3099
259 950 3300 to 3499
260 012 7441 to 7499
260 039 2699 to 2999
260 144 7415 to 7499
260 198 2856 to 2898
260 324 9000 to 9099
260 479 3500 to 3599
261 052 5271 to 5299
261 175 6200 to 6299
261 175 6500 to 6599
261 459 5800 to 5899
261 459 6722 to 6799
261 533 2067 to 2299
800 502 3000 to 3999
800 941 7900 to 7999
801 278 3600 to 3999
801 579 6056 to 6098
801 629 1900 to 1999
802 029 5199 to 8999
802 265 0575 to 1999
802 774 0000 to 4999

U.S. GOVERNMENT PRINTING OFFICE : 1980 O - 310-201 (44)

UNITED STATES POSTAL SERVICE
WASHINGTON, D.C. 20260
OFFICIAL BUSINESS

PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE, $300

U.S.MAIL

FIRST CLASS

Schedule. The Postal Bulletin is published every Thursday by the Directives and Forms Division of the U.S. Postal Service, Washington, DC 20260.

Distribution. The Bulletin is received by all postal facilities.

Effective Period. Postal Bulletin articles are effective for six months unless otherwise specified.

Index. A quarterly index of Bulletin articles appears early in the months of January, April, July, and October.

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U.S. Government Printing Office
Washington, DC 20402
Single copy: $1.25; $1.60 foreign
Subscription: $50.00, $62.50 for foreign mailing
Postal facilities:
For one time orders, send Form 7380 to the Eastern Area Supply Center.
To change quantity received, send Form 1286 to the Directives and Forms Division, giving justification.

21258

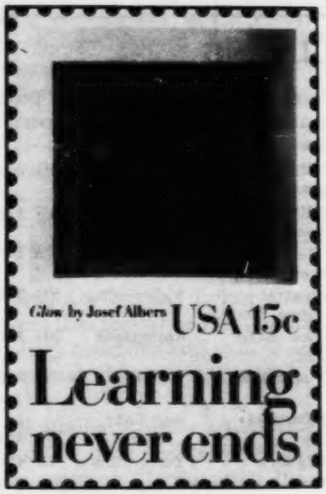
postal bulletin

PB 21258—August 14, 1980—12 Pages

15-Cent American Education Commemorative Stamp

Description. The 15-cent American Education commemorative stamp will be first placed on sale at Franklin, MA 02038, on September 12, 1980. The design commemorates the establishment of the new United States Education Department. This is the fourth stamp to be printed privately under the terms of a contract awarded by the Postal Service in 1978.

Do Not Sell Before Sept. 13, 1980



Copyright U.S. Postal Service 1980

Size: 0.84 x 1.44 inches.
Issued in sheets of 50.
Colors: Ochre, red, and gray.
Marginal markings: Three plate numbers (preceded by the letter A), © United States Postal Service 1980. Use correct ZIP Code and Mr. ZIP.®
Designer: Bradbury Thompson.

Collectors. First-day cover cancellations may be obtained by one of the following methods:

a. Customers Affixing Stamps. Customers are encouraged to purchase stamps at post offices and affix them to their envelopes. All envelopes must be addressed. Peelable address labels are recommended and a filler card of postal card thickness should be inserted in each cover. Orders must be postmarked by September 27, 1980, and should be addressed to: First Day Cancellations, Postmaster, Franklin, MA 02038. No remittance is required.

b. Postal Service Affixing Stamps. Request first-day cancellations from: American Education Stamp, Postmaster, Franklin, MA 02038 (see POM 244.53). Requests must be postmarked no later than September 27, 1980. Remittance is required for the face value of each stamp.

Selected United States mint stamps will be available at the Philatelic Sales Division, Washington, DC 20265, beginning September 13, 1980.

Supply. All post offices under the automatic distribution system will receive an initial supply of American Education stamps, *item* **490.**

Do not submit Form 3356, *Stamp Requisition—Bulk Quantities,* to the Bureau of Engraving and Printing.

All post offices requiring additional stamps in less than bulk quantities: requisition on separate Form 17, *Stamp Requisition,* from stamp distribution office.

Panels. A limited number of 8½ by 11¼-inch commemorative series stamp panels will only be available through mail order from the Philatelic Sales Division, Washington, DC 20265. The panels are printed on heavy art paper suitable for mounting.—*Customer Services Dept., 8–14–80.*

Passport Service

Headquarters continues to find unauthorized passport application acceptance facilities. In many cases, this is due to the transfer of service or addition of a new service point when main office operations in a city are moved to a new GMF.

MSC managers are reminded that any proposal to change the locations where passport service is available requires prior approval. Requests should be submitted to Headquarters through the district and region as required by 422.2 of the ADMINISTRATIVE SUPPORT MANUAL. Changes in the names of acceptance points must be reported through the same channels.—*Delivery Services Dept., 8–14–80.*

DMM Revision

Mailing Controlled Substances

After requests from postal customers to eliminate unnecessary mailing costs, the Postal Service decided that, effective August 20, 1980, parcels containing controlled substances no longer must be sent by registered mail. Consequently, Sections 124.543 and 124.544 of the DOMESTIC MAIL MANUAL, (DMM) have been deleted. These changes will appear in a future revision to the DMM.—*Law Dept., 8–14–80.*

Selective Service Registration

Poster 17 of the Selective Service will be distributed to all post offices, stations and branches. The poster informs 19- and 20-year old men who have not registered that window clerks will still accept registrations.

Display this poster in a conspicuous area of the lobby upon receipt, and remove it January 2, 1981.—*Delivery Services Dept., 8–14–80.*

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P1.3:

WINDOW MAIL ACCEPTANCE PROCEDURES

Public confidence in the integrity of postage rates rests on the care taken by window service personnel and local managers to assure that correct charges are quoted when weighing and rating both domestic and overseas mail. This confidence is undermined whenever incorrect charges are found. All managers responsible for the oversight of window services must assure that the following acceptance and verification procedures are given priority attention on a continuing basis.

Checking Postal Scales. Reemphasizing Responsibilities—Post offices must check the accuracy of their weighing equipment. Managers should:

A. Be sure that all scales used to rate mail matter are tested and adjusted as required by the Postal Operations Manual (POM) 424.3. Refer to Maintenance Bulletin MMO-31-76 dated June 22, 1976, for testing details or contact your local maintenance personnel.

B. Assure that employees follow POM 424.3a:

a. *Scales used to rate single piece mail.* Check each day and adjust, if necessary, so that all scales balance at zero.

Retail clerks must check and zero balance their scales before opening their windows each day.

Window supervisors must enforce the regulations on daily balancing of scales and see that proper maintenance personnel are informed if scales are in need of repair.

Verifying Parcel Rates. POM 424.24 requires verification *at least* twice each year of postage on parcels accepted and rated by postal clerks in the main office, stations, branches and contract units to determine the accuracy of postage computations. Managers should give priority attention to this requirement by following the prescribed verification procedures. More frequent verifications should be conducted in situations where rating errors are detected. Special vigilance is required in offices handling heavy parcel volumes destined for overseas locations subject to international postage rates.

References. The DOMESTIC MAIL MANUAL and Publication 42, *International Mail Manual,* provide operating instructions on acceptance rates and procedures. All acceptance personnel must take the initiative to be aware of the provisions of these manuals along with the current rate schedule published in Poster 103.—*Operations Group, 8-14-80.*

UNIFORM PROGRAM—LICENSED VENDOR LISTING

Each of the following uniform vendors has received a vendor's license since distribution of Publication 136, *Licensed Vendor Listing*. These lists must be posted where they are readily available for employee's perusal.

Antler Uniforms	555 Broadway	New York	NY 10012
B. R. & S. Uniform Factory	4623 Crenshaw	Los Angeles	CA 90043
Ballow's Shoes, Inc.	306 Mill Street	Bristol	PA 19007
Birkenstock Footprints	94 Rancho Del Mar	Aptos	CA 95003
Cales Department Store	Drawer 2517	Billings	MT 59201
Glasser Wholesale Discount	119 Middle Street	Portland	ME 04101
Harold's Army & Navy Store, Inc.	3335 Chambers Road	Horseheads	NY 14845
James Robbins—Career Apparel	1042 Willow Creek RD Suite 111	Prescott	AZ 86301
John's Army & Navy Store	158 Jerico Turnpike	Mineola	NY 11501
Joseph's Footwear, Inc.	Mill River Square S/C	Woonsocket	RI 02895
Kaiser's Shoe Repair	2206 Illinois Avenue	Columbus	IN 47201
Leonard's Men's Wear	125 West Seventh Street	Hanford	CA 93230
L. & H. Shoe Shop	125 Central Avenue, South	Valley City	ND 58072
Red Wing Shoe Store	227 East Home Road	Springfield	OH 45503
Steven's Bootery, Inc.	201 North Main	Fallbrook	CA 92028
Stilling Corporation	4231 Fortuna Way	Salt Lake City	UT 84117
The Uniform and Gun Shop	1228 Linden Street	Terre Haute	IN 47804

—*Labor Relations Dept., 8-14-80.*

DMM Revision

CENTRAL DELIVERY ADDRESSES

New central delivery provisions require that each address identifying a receptacle in a central delivery unit be identical to the address of the dwelling which the mail receptacle serves. Therefore the following changes and amendments are made to the *Domestic Mail Manual* (DMM):

a. Change the first sentence of DMM 155.234 to read "Central delivery may be provided at one or more central locations within a residential housing development, community, or area."

b. Add new DMM section 155.235 as follows:

155.235 Central Delivery Addresses

Central delivery mail receptacles (including neighborhood box units/cluster boxes, delivery centers and postal centers) must be identified by the same addresses as the dwellings for which they serve as the mail receptacles. These identical addresses should be placed inside the boxes so as to be visible only to the carrier as he serves the receptacle or the customer. Mailer associations or customer groups may use another alphanumeric identification system for security or privacy purposes which will not be part of the mailing address.

These changes and amendments will be incorporated in a future DMM revision.—*Rates & Classification Dept., 8-14-80.*

Conversion of Auxiliary Rural Carriers

Not later than August 15, 1980, each post office with auxiliary rural routes and/or auxiliary rural carriers (Designation 77) will receive a list of the number of auxiliary routes and auxiliary rural carriers (Designation 77) in the assigned office.

Each list will have a printer message to the post office which states:

"This list is being produced to identify the number of auxiliary rural routes and number of auxiliary rural carriers (Designation 77/0) in your office. There should be only one auxiliary rural carrier assigned to each auxiliary route. However, if the assigned auxiliary carrier is also a substitute rural carrier assigned to a *J* or *K* route, there could be another auxiliary carrier assigned to that route for relief when the assigned auxiliary carrier relieves the regular rural carrier on their *J* or *K* day. All other Designation 77s should be converted to Designation 78s, auxiliary assistants.

"If there are no auxiliary rural routes, there should be no auxiliary rural carriers (Designation 77). All these employees should be converted to auxiliary assistants (Designation 78).

"Indicate on this listing the employees that should be Designation 78 auxiliary assistants and mail listing to the postal data center within ten days."

All auxiliary rural carriers (Designation 77), that are converted to auxiliary assistants (Designation 78) will be paid for any accumulation of annual leave.

If the converted employee is serving only as an auxiliary assistant (Designation 78) (i.e., not serving under a dual appointment), step increases or leave will not be earned.—*Finance Dept., 8–14–80.*

All Postal Installations

Inspection Service Appointment

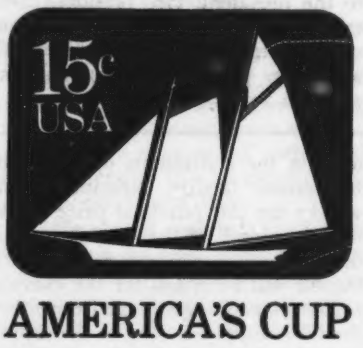
The following appointment was effective July 26, 1980.

Joseph H. Goeke Inspector in Charge, St. Louis Division.—*Inspection Service, 8–14–80.*

15-Cent America's Cup Embossed Stamped Envelope

Description. The 15-cent America's Cup commemorative stamped envelope will be first placed on sale at Newport, RI 02840 on September 15, 1980. This envelope is being issued in honor of the America's Cup Yacht Races and the sport of sailing. The outline of the yacht is embossed in the indicium of the envelope design in white against a light blue background. The lettering is printed in red.

Do Not Sell Before Sept. 16, 1980



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Sizes: 6¾—3⅝ x 6½ inches.
10—4⅛ x 9½ inches.
Colors: Blue and red.
Designer: Cal Sachs.

Collectors. Request first day cancellations from: America's Cup Envelopes, Postmaster, Newport, RI 02840. To eliminate the requirement for Postal Service personnel to apply return addresses, customers are requested to send self-addressed envelopes of an appropriate size or return address labels with their orders. Both sizes of regular envelopes will be serviced, but unless size 10 is stipulated, the cancellation will be on size 6¾. Requests must be postmarked no later than September 15, 1980 with the remittance to cover the cost of 18 cents per envelope.

For the benefit of collectors, the 15-cent America's Cup commemorative stamped envelope will be available at the Philatelic Sales Division, Washington, DC 20265, beginning September 15, 1980 at 18 cents each or minimum box lots of 500 plus postage and a handling charge of 50 cents. The box lot prices for 500 15-cent America's Cup embossed stamped envelopes are as follows:

6¾ Regular	$79.50
10 Regular	80.50

Supply. *Plain envelopes*—There will be an automatic distribution made only to post offices with philatelic centers. All other post offices should order sufficient quantities of this envelope to meet anticipated local philatelic demand. Immediately submit Form 3205, *Requisition for Plain Stamped Envelopes,* to the U.S. Stamped Envelope Agency, Williamsburg, PA 16693, in accordance with the instructions in section 526, Handbook F–1, *Financial Handbook for Post Offices,* using *item* **604** for the size 6¾ and *item* **104** for the size 10. Orders will be filled as fast as manufacturing and distribution facilities permit.

Printed Stamped Envelopes—Postmasters may accept customers' requests for the 15-cent America's Cup embossed stamped envelopes with printed return addresses. Orders must be for minimum lots of 500. Allow the usual four weeks for delivery. No orders will be dispatched before September 15, 1980.—*Customer Services Dept., 8–14–80.*

International Money Order Form Discontinued

Effective immediately, Form 6083, *Supplemental International Money Order Advice,* is discontinued. The information previously obtained through use of this form is no longer required for money order processing. The instructions for use of Form 6083 which appear on Form 6701, *Application for International Money Order,* are no longer applicable.

In Publication 42, *International Mail,* make the following changes: mark through Sections 493.413, 493.423b, and 493.432d(11); delete reference to Form 6083 in Section 493.432a; in Appendix B, Country Information for Greece, Japan, Syria, and Yugoslavia, delete reference to Form 6083 in the line entry for Money Orders in the Postal Union Mail—Special Services table.—*Rates & Classification Dept., 8–14–80.*

ELM Revision

Payment for Quarters—Postmasters

This article reiterates and updates U.S. Postal Service policy for compensating specific postmasters for expenses incurred in providing quarters and the necessary equipment in the normal operation of their offices.

This rescinds Regional Instruction 739-PO-143 (Filing No. 385-1), October 25, 1973, which established a fixed rental allowance amount for specific offices, outlined the gradual phase out of the allowance system and the conversion to a rental agreement system similar to that of CAG K Offices.

Rates

The maximum rental allowance amounts were fixed at the rates in effect March 3, 1973. The rates shown here relate to the current EAS classification of former NCD offices as established June 2, 1979.

EAS Classification	*Rental allowance*
A (51)	$342. 75
B (52)	514. 05
C (53)	685. 50
D (54)	856. 80
E (55)	1, 028. 10
11 (Formerly NCD 6)	1, 199. 55
11 (Formerly NCD 7)	1, 370. 85

All offices classified as Grade EAS-11 and currently receiving a rental allowance must convert to a rental agreement no later than October 4, 1980.

Rules for Reimbursements

The rules governing reimbursement of postmasters established March 3, 1973, will continue to be applied:

1. If the grade of a postmaster currently receiving a rental allowance increases, the allowance amount will not increase. If, however, the postmaster's grade decreases, the allowance will be reduced to the amount commensurable with the new classification.

2. Postmasters currently receiving rental allowances may, at their option, request conversion to a rental agreement.

3. Conversion from a rental agreement to a rental allowance is not permitted.

4. Postmasters who convert to a rental agreement will be reimbursed for Postmaster owned equipment used in the continuous operation of the postal facility. Reimbursement will be the fair purchase price of the items claimed. If the original cost is unknown, the amount to be reimbursed will be based on the current *replacement cost* available from either the GSA supply catalog or the supply center inventory price for the item.

5. All postmasters appointed subsequent to March 3, 1973, will come under a standard rental agreement with their equipment supplied by the Postal Service.

Required Actions

Headquarters will ensure that the postal data centers automatically terminate all rental allowance payments to EAS Grade 11 Postmasters at the end of FY/80 (10/3/80).

Field Real Estate and Buildings Offices must:

a. negotiate rental agreements for all EAS-11 postmaster space now under the rental allowance system,

b. provide administrative assistance to those opting to convert from allowances to agreements, and

c. ensure that all newly appointed postmasters continue to come under a rental agreement.

ELM Revision

The substance of this article will be incorporated in section 411.5 of Issue 4 of the EMPLOYEE AND LABOR RELATIONS MANUAL.—*Finance Dept., 8-14-80.*

Threatening Mail

Mail which is addressed to Mr. George Bush, Republican vice presidential candidate, on the outside wrapper of which is written a threat directed against the addressee, or which otherwise appears threatening to the addressee, shall be detained, and the Inspection Service promptly notified of the detention. The Inspection Service is responsible to arrange for the delivery of such mail, and the mail will not be surrendered to agents of the Secret Service without the approval of the Inspection Service. The same conditions and terms apply for handling such mail as those set out in POSTAL BULLETIN 21249 (6-12-80), page 9, concerning threatening mail to the president, vice president, certain presidential candidates, and specified members of the president's and vice president's families.—*Inspection Service, 8-14-80.*

Postal Facilities As Polling Places

Current policy prohibits voting in postal facilities, Maintenance Handbook, MS-1, *Operation and Maintenance of Real Property,* Section 3-6013. The Postmaster General has concluded, however, that there may be some locations where a Postal Service facility is the only reasonably available place for voting.

Therefore, the Postal Service is revising the voting regulation to provide that a Postal Service facility may be used for a polling place in a primary or general election when its use for that purpose is authorized as provided below. A request to use a postal facility for voting will be considered only if the facility is the only reasonably available place for voting in the area, and the following conditions can be met:

1. The facility must be used "as is" and will not be materially altered to accommodate machines, voters, or workers.

2. The Postal Service will not be required to provide any assistance in the installation or removal of items needed for voting.

3. Voting will be conducted in such a manner so that it will not interfere with normal postal business.

4. Voter entrances and exists must be arranged to ensure the security of the mails.

5. Workroom floor space may not be used for voting unless the voting area is totally isolated to preclude access to the mail by unauthorized individuals.

6. Local law enforcement officials must agree in advance to enforce, during the voting, both the Postal Service's regulations governing conduct on postal premises, and all applicable state and local laws.

7. The state or local government must agree in advance to reimburse any costs incurred by the Postal Service for additional security, utilities, or building operation necessary to allow the use of the facility for voting.

8. There must be an absolute prohibition against the display or distribution of any political literature, badges, insignia, or posters on Postal Service property, including parking areas.

A request to use a facility as a polling place must be received by the

Continued on p. 5

All Postal Installations

Planning Schedule PFY 1981

A revised Notice 25 for PFY 1981, *Postal Accounting Period Planning Schedule* was distributed July 25, 1980 to personnel responsible for planning, scheduling, and reporting at data centers, regional and district offices, CAG A thru K post offices, classified and contract stations and branches, Inspectors in Charge, training centers and key offices at Headquarters.

The schedule has an arrangement similar to that of a calendar and includes 8 sheets, or 16 pages, each 10 x 14 inches. Each accounting period is shown on a separate sheet by pay period and postal week. Each week starts with Saturday and ends with Friday. A rectangular space 1½ x 1¾ inches is provided for each day. The lower portion of the page contains lines for recording plans for the following accounting period and/or quarter. Each page is also identified by postal quarter.

A limited supply of this publication will be stocked in supply centers. Authorized offices requiring *additional* copies of Notice 25 PFY 1981 should submit requisitions to their supply center after August 31, 1980.

Stock on hand at supply centers of previous fiscal year editions is to be disposed of as waste when the revised PFY 1981 edition is received.—*Finance Dept., 8-14-80.*

Continued from p. 4

Headquarters Operating Policies Office, Operations Group, through the Regional Postmaster General, no fewer than sixty days before the scheduled election, for approval by the Postmaster General or his designee. A request must include complete details addressing each of the above conditions, and a statement that there are no suitable non-postal facilities available.

These procedures are intended to provide for the use of postal facilities where they are truly needed for voting and, at the same time, to ensure that there is no disruption of postal services.—*Engineering & Technical Support Dept., 8-14-80.*

Training Definition

Under the National Workhour Reporting System (NWRS), on-the-job training (OJT) hours are reported as workhours within the specific functions: mail processing, delivery services, customer services, etc. The implementation of NWRS has raised questions as to the proper definition of training hours and the correct reporting of these hours throughout the financial reports.

Since the reporting of NWRS started with the MOD I offices in FY 1979, it was determined that all OJT hours would be workhours and only training conducted in a classroom environment would be reported as training. This distinction now affects the time card office reporting.

The following are considered training for financial reporting purposes:

1. Classroom Training. All on-the-clock time spent by trainees receiving training or instruction from either a certified instructor or an authorized self-study course in a classroom away from the workroom floor.

2. Simulated Workroom Activities: All on-the-clock time spent by trainees receiving training or instructions from a certified instructor in a classroom having the appearance of an actual work location, or an area of the workroom floor set aside for training purposes, and away from the regular productive activities.

3. Group Learning Activities: All on-the-clock time spent by a group of trainees receiving training or instruction from a certified instructor in the practical application of a classroom learned activity, even if some of the work performed is productive in nature. For example: six clerks alternately performing bulk acceptance work and completing the necessary paperwork that is usually done by one employee.

4. Scheme Training: All on-the-clock time spent learning a new scheme or scheme changes using flash cards or training aids. This training may be done in a training room or in real cases, but in no instance will live mail for distribution be used.

5. Travel Time: All on-the-clock time spent traveling to and from any above training activity.

These are the only recognized training activities to be charged in the financial reports as training. All other training is to be considered workhours and reported as on-the-job in the Training Activity Reporting System (TARS).

Training is an important part of the Postal Service. Training is required for certain positions, newly designated programs and revised procedures. The impact of the above instructions, of course, will not affect the training offered by the Postal Service, but will clarify the reporting (on our financial reports) of the various types of training provided.—*Finance Dept., 8-14-80.*

DMM Revision
To All Post Offices

Consumer Service Cards

Sections 114.11 and 114.12, Domestic Mail Manual, are revised as follows to reflect the use of the new Forms 4314-P and 4314-C, *Consumer Service Cards.* Section 114.13 is renumbered 114.15.

114.1 Consumer Complaints

.11 Complaints by individual customers about any aspect of products, services, or personnel as well as information requests may be made at any post office or regional office. In order to assist the general public in filing complaints or requesting information, Form 4314-C, *Consumer Service Card,* is made available for customer use in every post office. Customers may also make complaints by telephone, by letter, or in person. Such complaints will be recorded by postal employees on Consumer Service Card 4314-P.

.12 When the complaint concerns apparent mishandling of mail, the related envelope, wrapper, or other cover, along with other forms which may have been filed or used, should be furnished with the complaint.

.13 Although submitting Form 4314-C is recommended as an initial step, any customer may choose to address a complaint directly to the Consumer Advocate, U.S. Postal Service, Washington, DC 20260.

.14 Customers who remain dissatisfied with the handling of their complaint at the local or regional level may appeal the matter in writing to the Consumer Advocate, USPS Headquarters, Washington, DC 20260. Such an appeal may be required by a court as a legal prerequisite before it will hear a customer's suit against the Postal Service on the issue in dispute.—*Customer Services Dept., 8-14-80.*

VACANT REGULAR RURAL ROUTES LISTING NO. 80–36

The vacant rural routes listed below will be posted for bid in accordance with the USPS–NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this POSTAL BULLETIN. Those rural carriers having special bidding rights as defined in the USPS–NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
CENTRAL REGION					
Indiana	Greenwood	46142	02	41:38 (42H)	20.45
	Mooresville	46158	07	34:57 (35S)	41.40
	New Palestine	46163	04	36:36 (37S)	35.10
	Indianapolis	46206	01	37:08 (37S)	33.70
	do	46206	16	35:33 (36S)	20.90
	do	46206	19	34:32 (35H)	16.15
	Claypool	46510	02	44:44 (45H)	79.50
	Goshen	46526	05	45:09 (45H)	60.10
	Akron	46910	02	37:12 (37S)	74.75
	Seymour	47274	01	41:52 (42H)	55.35
	Rockport	47635	01	55:24 (46K)	92.35
Iowa	Bennett	52721	01	39:14 (39S)	97.52
Kansas	Topeka	66602	09	51:14 (42J)	28.10
	do	66603	14	41:16 (41H)	26.50
	Haviland	67059	01	31:44 (32S)	94.20
	Dodge City	67801	02	42:22 (42S)	87.25
	do	67801	03	40:10 (40S)	67.70
Kentucky	Sharpsburg	40374	01	33:33 (34S)	69.90
	Bowling Green	42101	12	43:30 (44H)	67.05
Michigan	Pontiac	48053	21	30:20 (30H)	18.30
	do	48056	18	48:22 (44J)	25.55
	Cass City	48726	01	40:41 (41S)	85.12
	Centreville	49032	01	52:00 (42K)	81.75
	Covert	49043	01	38:40 (39S)	52.55
	Stockbridge	49285	01	48:05 (44J)	73.80
	Hesperia	49421	02	49:06 (45J)	87.70
	Harrietta	49638	01	41:47 (42S)	106.85
Minnesota	Hector	55342	02	45:45 (46H)	106.25
	Alexandria	56308	07	39:31 (40H)	33.80
	Strathcona	56759	01	35:01 (35S)	100.20
Missouri	Chesterfield	63017	08	29:33 (30H)	28.40
	St. Peters	63376	10	29:21 (30H)	23.45
	do	63376	11	44:01 (44H)	24.25
	do	63376	12	47:15 (44J)	29.50
	Kansas City	64108	17	49:16 (45J)	44.10
	do	64108	26	51:08 (43K)	30.75
North Dakota	Belcourt	58316	01	44:55 (41J)	133.40
	Ellendale	58436	02	47:04 (42J)	123.80
	LaMoure	58458	01	40:34 (41S)	110.70
South Dakota	Vermillion	57069	02	50:34 (42K)	104.15
Wisconsin	Boyd	54726	01	32:36 (33S)	62.80
	Washburn	54891	01	51:03 (43K)	103.50
EASTERN REGION					
Delaware	Hartly	19953	01	46:52 (42J)	48.90
Maryland	New Windsor	21776	02	35:59 (36M)	44.45
New Jersey	Jackson	08527	06	42:18 (42H)	36.70
			07	41:45 (42H)	34.80
New York	Auburn	13021	05	48:22 (44J)	45.60
	Bath	14810	03	46:46 (43J)	72.20
	Canaseraga	14822	01	37:51 (38S)	86.65
Pennsylvania	Greensburg	15601	04	45:21 (45H)	42.00
Virginia	Aldie	22001	01	33:36 (33S)	60.05
	Fairfax	22033	18	39:37 (40H)	16.50
	Lorton	22079	01	44:07 (44H)	30.60
	Vienna	22180	43	48:31 (43J)	13.00
	Warsaw	22572	01	44:36 (44H)	86.90
	Chase City	23924	05	32:24 (32S)	60.00
	Madison Heights	24572	03	49:07 (46J)	26.40
West Virginia	Southside	25187	01	35:19 (35S)	56.80
	Cottageville	25239	01	46:51 (43J)	78.80
	Parkersburg	26101	08	44:35 (43J)	34.50
NORTHEAST REGION					
Massachusetts	Dennis	02638	01	44:57 (45H)	36.60
New Hampshire	New Ipswich	03071	01	51:16 (43K)	57.80
New York	Fishkill	12524	02	48:35 (40K)	20.00
SOUTHERN REGION					
Alabama	Cullman	35055	02	50:34 (46J)	66.30
	Birmingham	35203	03	42:18 (42H)	36.70
	do	35203	18	41:44 (42H)	37.80
	Duncanville	35456	01	40:48 (41H)	58.60
	Decatur	35601	05	47;41 (44J)	39.00
	do	35601	06	43:16 (43H)	50.35
Arkansas	Brinkley	72021	02	55:31 (46K)	110.90
	Paragould	72450	02	46:43 (43J)	85.20
	Fayetteville	72701	06	48:09 (44J)	74.85
	Sparkman	71763	02	38:53 (39S)	94.90
	Hazen	72064	01	39:12 (39S)	95.25
	Springdale	72764	05	47:50 (40K)	66.75
Florida	Greenville	32331	02	40:02 (40S)	104.65
	Panama City	32401	06	42:25 (42H)	63.20
	DeFuniak Springs	32433	01	52:10 (43K)	103.45
	Milton	32570	08	52:26 (44K)	45.15
	Leesburg	32748	03	49:44 (46H)	33.60
	Melbourne	32901	02	44:29 (41J)	75.70
	Sarasota	33578	08	37:49 (38S)	32.25
	Fort Meade	33841	02	38:14 (38S)	65.95
	Tallahassee	32304	12	41:03 (41H)	54.10
	Altha	32421	02	35:32 (36S)	77.65
	Fort Myers	33902	07	42:16 (42H)	28.11
	do	33902	27	43:15 (43H)	60.20
	do	33902	28	41:49 (42H)	32.50
Georgia	Statesboro	30458	07	40:39 (41H)	35.70
	do	30458	08	41:54 (42H)	43.05
	Bonaire	31005	02	40:28 (40H)	36.50
	Hawkinsville	31036	02	45:34 (42J)	81.40
	Reynolds	31076	01	32:09 (32S)	77.60
	Bonaire	31005	01	40:06 (40H)	39.50
	Cataula	31804	01	50:12 (42K)	72.75
	Valdosta	31601	06	53:47 (45K)	61.40
	Nicholls	31554	01	37:30 (38S)	89.30
	Poulan	31781	01	38:35 (39S)	76.50
Louisiana	Ragley	70657	01	42:11 (42H)	78.80
	Minden	71055	03	44:03 (44H)	53.40
	Lake Charles	70601	08	52:37 (44K)	60.00
Mississippi	Jackson	39213	08	35:41 (36S)	27.05
	DeKalb	39328	02	37:25 (37S)	93.05
	Hattiesburg	39401	06	49:51 (46J)	77.30
	Meridian	39301	04	40:15 (40S)	48.10
	do	39301	06	34:58 (35S)	46.40
	do	39301	11	43:29 (43H)	16.00
	do	39301	12	40:12 (40S)	55.25
	Foxworth	39483	01	44:35 (45H)	95.70
	Maben	39750	01	49:16 (45J)	89.10
	Pascagoula	39567	03	54:56 (46K)	80.95
North Carolina	Liberty	27298	01	54:45 (46K)	82.70
	Durham	27701	06	49:34 (45J)	54.46
	Grifton	28530	02	43:12 (43H)	51.30
	Hubert	28539	01	43:46 (44H)	37.30
	China Grove	28023	04	29:29 (30H)	30.00
	Mooresville	28115	03	44:51 (45H)	65.00
	New London	28127	03	35:51 (36S)	50.00
	Claremont	28610	01	53:25 (45K)	67.00
	Morgantown	28645	08	53:11 (44K)	50.00
	Salisbury	28144	09	48:30 (44J)	51.00
	Wilmington	28401	06	44:58 (45H)	23.40
	Fayetteville	28302	02	47:26 (43J)	60.55
	do	28304	08	42:13 (42H)	22.30
	do	28304	18	42:31 (43H)	25.80
	Dunn	28334	06	40:30 (40S)	74.55
	do	28334	01	41:47 (42H)	58.85
	Shallotte	28459	05	45:35 (42J)	84.40
Oklahoma	Anadarko	73005	04	43:22 (44H)	116.80
	Piedmont	73078	02	37:34 (38S)	45.60
	Oklahoma City	73125	07	46:09 (42J)	32.60
South Carolina	Blythewood	29016	02	44:01 (44H)	47.10
	Charleston	29401	06	45:30 (42J)	22.00

VACANT REGULAR RURAL ROUTES TO BE POSTED—Continued

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
Tennessee	Johnson City	37601	03	49:08 (45J)	35.55
	Knoxville	37901	19	44:59 (45H)	56.05
	Halls	38040	03	33:53 (34S)	52.28
	Ripley	38063	02	46:23 (46H)	65.75
	Somerville	38068	03	44:54 (45H)	82.90
Texas	Sherman	75090	03	53:46 (46K)	79.70
	Port Lavaca	77979	02	50:00 (46J)	97.25
	Arlington	76010	15	36:33 (37H)	22.35
	Gainesville	76240	03	50:14 (46J)	77.05
	Smithville	78957	01	40:44 (41S)	84.60
	Hamlin	79520	02	29:44 (30S)	106.36
	Haskell	79521	01	33:57 (34S)	96.40
	Houston	77028	24	47:07 (43J)	35.15
WESTERN REGION					
Arizona	Morenci	85540	01	42:46 (44H)	33.15
California	Salinas	93901	06	42:26 (43H)	46.00
	Gridley	95948	03	38:49 (39H)	30.10
Utah	Heber City	84032	01	46:20 (46H)	56.90
	Tooele	84074	01	38:00 (38H)	55.20
Washington	Marysville	98270	06	42:24 (42H)	16.10
	Silverdale	98383	01	45:56 (46H)	25.30
	Olympia	98501	05	55:56 (47K)	57.90
	Roy	98580	02	43:56 (44H)	53.05

*The "Route Classification and Evaluation" published in this POSTAL BULLETIN may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

—Labor Relations Dept., 8–14–80.

POST OFFICE CHANGES NO. 25

(Supplemental to 1980 National ZIP Code and Post Office Directory.)

Abbreviations: B=Branch. C=City Delivery. Conv.=Converted. CPO=Community Post Office. Disc.=Discontinued. Estab.=Established. F=Finance. Fac.=Facility. I=Independent Post Office. IC=Independent City. MOU=Money Order Unit. MPO=Main Post Office. MR=Mailing Restrictions (from Part 128 DMM) apply. NP=Nonpersonnel. NZCD=National ZIP Code and Post Office Directory. P=Postal facility discontinued, name retained for address purposes. Resc.=Rescinded. S=Station. x=Classified. (Contract stations and branches do not have the symbol "x" following the symbol of type of installation.)
Symbols: (1)=Officially closed on date shown. Notice is for administrative record purposes. (2)=Officially established on date shown. Notice is for administrative record purposes. (3)=All services previously terminated. Date shown is official discontinued date for administrative purposes.

State	Name of post office	County/parish	Name of station, branch, or unit	Type S/B	ZIP Code	Change action	Effective date	Explanation of change
AR	Harrison	Boone	Pruitt (mail to Dogpatch).	CPO	72671	Delete	8-17-80	CPO and ZIP Code disc. (1)
				I	72648	Add	8-17-80	
CA	Ventura	Ventura	Saticoy	Sx	93003	Delete	7- 1-80	Sx ZIP Code changed.
CA	do	do	do	Sx	93004	Add	7- 1-80	
CA	do	do	Harbor	S	93001	Add	8-30-79	S estab. (2)
CA	Oxnard	do	Channel Island	S	93030	Add	10-11-79	S estab. (2)
HI	Honolulu	Honolulu	Kwajalein	S	96555	Delete	7- 8-74	Amend PB 21256 to resc. S estab.
ME	Brunswick	Cumberland	Naval Station	S	04011	Add	7-16-80	S estab. (2)
MA	Boston	Suffolk	South Postal Annex	Sx	02100	Delete	5-24-80	Sx disc. Retain ZIP Code. (1)
MN	Minneapolis	Hennepin	Central Avenue	Sx	55418	Delete	1- 6-81	Sx name changed. Retain ZIP Code
MN	do	do	East Side	Sx	55418	Add	1- 6-81	
MN	do	do	Northwest Terminal	Sx	55418	Delete	1- 6-81	Sx disc. Retain ZIP Code. (1)
MS	Brandon	Rankin	Reservoir	CPO	39042	Add	7- 3-80	CPO estab. (2)
MS	Jackson	Hinds	Apple Ridge	S	39204	Delete	7- 7-80	S disc. Retain ZIP Code. (1)
NM	Tucumcari	Quay	Montoya	CPO	88428	Delete	5-30-80	CPO and ZIP Code disc. (1)
NC	Gastonia	Gaston	Akers Center	S	28052	Delete	8- 1-80	S disc. Retain ZIP Code (1)
NC	Shallotte	Brunswick	Calabash	CPO	28459	Add	8- 1-80	CPO estab. (2)
PA	Hubliersburg	Centre		I	16842	Delete	9- 5-80	PO disc. Change ZIP Code only. Continue address of Hubliersburg, PA (3)
PA	do	do		P	16823	Add	9- 5-80	
SC	North Myrtle Beach	Horry	Windy Hill Beach	Sx	29582	Delete	7-28-80	Sx disc. Retain ZIP Code. (1)
SC	do	do	Crescent Beach	Sx	29582	Delete	7-28-80	
SC	do	do	Coastal	Sx	29582	Add	7-28-80	Sx estab. (2)
TX	Arlington	Tarrant	Prestonwood	Sx	76012	Add	12-10-79	Sx estab. (2)
TX	do	do	Molear	Sx	76015	Add	2-10-79	
TX	Dialville	Cherokee		I	75761	Delete	9-19-80	PO disc. Change ZIP Code only. Continue address of Dialville, TX. (3)
TX	do	do		P	75785	Add	9-19-80	
WA	Aberdeen	Grays Harbor	Central Park	B	98520	Delete	7-18-80	B disc. Retain ZIP Code. (1)

—Delivery Services Dept., 8–14–80.

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THIS OFFICE

WILL BE CLOSED

MONDAY, SEPT. 1

LABOR DAY

MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices, including Inspection Service Forms 577, should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below). Destroy PB 21257 listing. **B. Old Style.** (Gray). **C. Counterfeit.** The listing from PB 21240 remains valid for both B. and C.

165 705 7000 to 7999
206 493 4600 to 4799
206 793 5600 to 6499
208 287 8700 to 8899
209 728 2600 to 3099
210 868 4500 to 4699
211 238 0459 to 0999
211 436 5608 to 5699
213 578 4229 to 4399
213 822 5800 to 6299
215 538 0200 to 0499
216 678 6072 to 6999
217 210 7100 to 7299
217 241 5400 to 5799
217 268 2574 to 2699
217 667 3400 to 3599
217 672 4200 to 4599
217 902 4181 to 4299
218 755 4591 to 4699
220 350 0000 to 0999
221 371 4600 to 4999
221 626 2100 to 2299
221 661 5318 to 5499
222 224 8100 to 8499
222 536 2000 to 2299
224 206 6395 to 6499
224 554 9830 to 0399
225 268 1655 to 1799
225 711 9700 to 9999
225 712 0000 to 0999
225 767 2000 to 2299
227 097 4600 to 4699
227 254 9800 to 0099
227 611 4000 to 4599
228 660 5976 to 5999
229 117 4866 to 4999
229 346 9900 to 9999
229 434 3500 to 3599
229 531 9700 to 9899
229 563 1918 to 1999
229 576 1800 to 1899
230 406 2975 to 2999
230 826 8683 to 8799
231 126 6475 to 6499
231 147 0883 to 1499
231 525 7893 to 7999
232 295 7249 to 7599
232 319 6535 to 6599
232 665 0292 to 0399
233 262 7907 to 7999
233 407 5872 to 5899
233 516 6100 to 6199
233 638 1200 to 1799
234 031 6456 to 6999
234 064 8437 to 8499
234 261 4500 to 4599
234 431 3655 to 3699
234 500 2944 to 2999
234 659 4000 to 4199
234 659 8700 to 8999
234 742 1948 to 1999
234 802 1060 to 1199
234 997 1000 to 1599
235 254 2060 to 2099
235 439 6181 to 6299
235 644 7061 to 7099
235 925 8767 to 8799
236 145 5082 to 5099
236 388 4842 to 5099
236 467 6573 to 6599
236 566 2555 to 2599
236 576 9520 to 9599
236 755 8000 to 8099
236 937 5803 to 5999
236 941 5400 to 5499
237 413 7500 to 7599
237 423 4111 to 4199
237 457 5600 to 5699
237 457 5800 to 5899
237 574 8657 to 8799
237 702 6823 to 6899
237 702 6921 to 6999
238 165 7700 to 7799
238 169 7587 to 7599
238 377 4508 to 4599
238 377 4607 to 4699
238 586 3100 to 3299
239 199 0700 to 1099
239 204 9916 to 9999
239 481 4728 to 4799
239 549 7116 to 7499
239 575 2000 to 2199
239 596 4800 to 4999
239 640 5708 to 5728
239 724 1489 to 1499
239 985 7000 to 7499
240 042 3151 to 3169
240 108 6501 to 6599
240 252 6400 to 6899
240 256 2900 to 3199
240 559 4363 to 4399
240 639 3561 to 3599
240 855 7000 to 7099
240 901 5900 to 5999
241 081 9274 to 9299
241 224 7209 to 7299
241 685 5124 to 5199
241 694 1800 to 1899
241 753 7766 to 7799
241 902 2600 to 2799
242 021 2262 to 2499
242 585 4155 to 4299
242 591 4500 to 4699
242 605 0000 to 0999
242 621 8314 to 8399
242 781 0789 to 0799
242 816 1337 to 1399
243 112 4109 to 4120
243 228 7200 to 7499
243 766 6730 to 6799
243 805 0000 to 0299
243 906 7800 to 8199
244 299 2000 to 2199
244 366 8800 to 8899
244 381 3024 to 3099
244 525 0719 to 0799
244 657 7700 to 7899
244 678 2333 to 2499
244 742 7748 to 7799
244 743 7100 to 7399
244 895 5575 to 5599
245 103 9300 to 9399
245 103 9400 to 9499
245 118 6754 to 6768
245 279 1420 to 1448
245 279 1510 to 1599
245 591 1626 to 1799
245 695 0346 to 0399
245 973 2677 to 2699
246 076 7300 to 7399
246 155 4048 to 4099
246 155 5000 to 5499
246 402 6511 to 6599
246 608 6300 to 6399
246 609 9545 to 9799
246 741 2082 to 2099
246 816 2600 to 2699
246 973 1372 to 1399
247 012 0500 to 0599
247 066 9300 to 9399
247 086 4200 to 4299
247 113 5635 to 5699
247 490 1960 to 1999
247 490 2086 to 2099
247 497 4000 to 4099
247 544 0200 to 0214
247 575 4400 to 4499
247 929 6417 to 6799
247 983 1511 to 1899
248 120 4322 to 4399
248 244 7246 to 7299
248 317 7624 to 7699
248 397 2163 to 2199
248 423 4864 to 4899
248 440 7916 to 7971
248 718 7317 to 7399
249 680 4872 to 4899
249 945 6900 to 6999
249 996 6000 to 6099
249 996 6300 to 6499
250 452 4971 to 4999
250 483 0600 to 0699
250 547 7046 to 7099
250 565 7029 to 7040
250 833 7200 to 7399
250 951 4340 to 4363
250 991 9778 to 9799
251 518 6281 to 6399
251 964 6056 to 6199
251 997 2913 to 2999
252 171 2041 to 2056
252 206 2101 to 2199
252 206 9532 to 9599
252 235 4400 to 4499
252 235 4581 to 4899
252 238 2299 to 2399
252 432 6988 to 6999
252 891 1159 to 1199
253 175 2670 to 2699
253 192 7311 to 7399
253 293 5931 to 5940
253 446 4033 to 4099
253 547 6013 to 6049
253 547 6054 to 6099
253 747 6924 to 6999
254 107 8590 to 8599
254 107 8913 to 8999
254 254 4490 to 4499
254 259 8867 to 8899
254 259 8951 to 9099
254 740 8408 to 8445
255 125 5568 to 5599
255 125 8500 to 8599
255 150 5300 to 5399
255 176 5373 to 5399
255 276 0949 to 0999
255 281 2647 to 2699
255 440 4800 to 4899
255 440 4900 to 4999
255 754 3621 to 3699
255 857 4749 to 4799
256 140 5400 to 5499
256 193 5100 to 5159
256 695 0525 to 0599
258 480 2600 to 2899
258 618 0254 to 0299
258 643 2765 to 2774
258 950 5217 to 5299
258 950 5433 to 5499
259 084 1386 to 1399
259 227 0000 to 1499
259 340 0828 to 0999
259 628 0936 to 0999
259 745 1300 to 1499
259 783 7821 to 7899
259 825 5819 to 5899
259 950 3053 to 3099
259 950 3300 to 3499
260 012 7441 to 7499
260 039 2699 to 2999
260 144 7415 to 7499
260 198 2856 to 2898
260 324 9000 to 9099
260 479 3500 to 3599
261 052 5271 to 5299
261 175 6200 to 6299
261 175 6500 to 6599
261 459 5800 to 5899
261 459 6722 to 6799
261 533 2067 to 2299
800 502 3000 to 3999
800 941 7900 to 7999
801 278 3600 to 3999
801 579 6056 to 6098
801 629 1900 to 1999
802 029 5199 to 8999
802 265 0575 to 1999
802 774 0000 to 4999

UNITED STATES POSTAL SERVICE
WASHINGTON, D.C. 20260
OFFICIAL BUSINESS

PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE, $300

U.S.MAIL

FIRST CLASS

Schedule. The Postal Bulletin is published every Thursday by the Directives and Forms Division of the U.S. Postal Service, Washington, DC 20260.

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Orders.
Public sale:
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21259

UNITED STATES POSTAL SERVICE U.S. MAIL

postal bulletin

PB 21259—August 21, 1980—12 Pages

Selective Service Award

I wish to commend every postal employee who has been involved in the Selective Service Registration Program. The dedication, professionalism and exceptional judgment you displayed has once again demonstrated the high caliber of postal employees.

I recently accepted on behalf of each employee involved in this program, the highest award of the Selective Service System expressing their appreciation. The Citation reads:

To the men and women of the United States Postal Service

The Director of Selective Service proudly presents the Selective Service System's distinguished service award to the men and women of the United States Postal Service in recognition of their outstanding performance during the National registration conducted during the period of July 21 to August 2, 1980. The individual and collective dedication and professionalism exhibited by the men and women of the United States Postal Service during the 1980 National Selective Service registration insured that every aspect of the program was accomplished in a timely and efficient manner with minimum inconvenience to the registrants and the public. This contribution to our nation's security and the administration of the Selective Service System is of inestimable value and reflects great credit on the United States Postal Service and the Selective Service System.

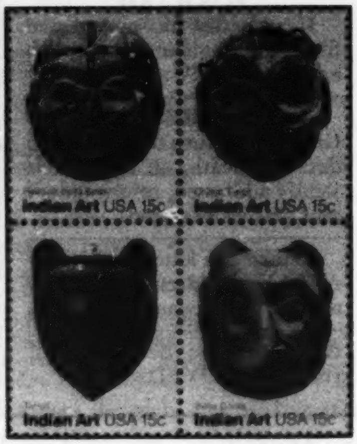
I wish to thank each of you.

William F. Bolger,
Postmaster General.

15-Cent Indian Masks Commemorative Stamps

Description. The 15-cent Indian Masks commemorative stamps will be first placed on sale at Spokane, WA 99210, on September 25, 1980. The block of four semi-jumbo stamps features a different carved mask representing the craftsmanship of tribes in the Pacific Northwest coastal region.

Do Not Sell Before Sept. 26, 1980.



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Sizes: Heiltsuk, Bella Bella and Chilkat Tlingit—1.01 x 1.39 inches each.
Tlingit—1.01 x 1.37 inches.
Bella Coola—1.01 x 1.36 inches.
Issued in sheets of 40.
Colors: Yellow, magenta, cyan, black tone and black line.
Marginal markings: Five plate numbers, © United States Postal Service 1980. Use correct ZIP Code, and Mr. Zip ®.
Designer: Bradbury Thompson.

Collectors. First-day cover cancellations may be obtained by one of the following methods:

a. Customers Affixing Stamps. Customers are encouraged to purchase their own stamps at their local post offices and affix them to their own envelopes. All envelopes must be addressed. Peelable address labels are recommended and a filler card of postal card thickness should be inserted in each cover. Orders must be postmarked by October 10, 1980, and should be addressed to: First-Day

Continued on p. 2

Treasury Department Checks

The Treasury Department has advised that September supplemental security income and VA compensation and pension checks are to be delivered on Friday, August 29. The envelopes for both of these payments will bear the following endorsement:

POSTMASTER: Requested Delivery Day is the 29th Day of the Month

Treasury has also advised that September Civil Service annuity, public debt interest and Railroad Retirement checks are to be delivered on Tuesday, September 2. These check envelopes will be endorsed as follows:

POSTMASTER: Requested Delivery Date is the 1st Day of the Month or the First Delivery Date Thereafter

Postmasters and supervisors are asked to plan to complete delivery of these checks on the dates specified above.—*Mail Processing Dept., 8-21-80.*

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P1.3:

Domestic Orders

False Representation. Enforced by postmasters at cities listed.

State/City	*Name Covered*
PA, Uniontown 15401	Lavery Energy Company 424 South Mt. Vernon Avenue
CA, Santa Rosa 95404	Angwin Appliance 816 4th, Suite 107

—*Judicial Officer, 8-21-80.*

Continued from p. 1

Cancellations. Postmaster, Spokane, WA 99210. No remittance is required.

b. *Postal Service Affixing Stamps.* Request first-day cancellations from: Indian Masks Stamps, Postmaster, Spokane, WA 99210 (see POM 244.53). Requests must be postmarked not later than October 10, 1980. Remittance is required for the face value of each stamp.

Selected United States mint stamps will be available at the Philatelic Sales Division, Washington, DC 20265, beginning September 26, 1980.

Supply. All post offices under the automatic distribution system will receive an initial supply of the stamps. Before requisitioning additional stamps **(Item 483)** consider that the stock should be depleted prior to November 25, 1980, at all post office outlets—except designated philatelic windows and postal stores. Additional bulk stamps are to be ordered in quantities of 4,000; 8,000; 12,000; 16,000; 20,000; 40,000; 60,000, 80,000; 100,000; and multiples of 100,000 stamps to the maximum of 5,000,000.

Post offices with 950 or more revenue units requiring additional bulk quantities: immediately requisition on Form 3356, *Stamp Requisition—Bulk Quantities,* from the Bureau of Engraving and Printing.

All post offices requiring additional stamps in less than bulk quantities: requisition on separate Form 17, *Stamp Requisition,* from designated stamp distribution offices.

Panels. A limited number of 8½ by 11¼-inch commemorative series stamp panels will only be available through mail order from the Philatelic Sales Division, Washington, DC 20265. The panels are printed on heavy art paper suitable for mounting.—*Customer Services Dept., 8-21-80.*

DMM Revision

Delivery of Government Checks

The DOMESTIC MAIL MANUAL is being amended to permit the delivery of jointly addressed government checks even if one of the addressees is deceased. However, such checks must be returned if both addressees are deceased. The Treasury Department is in the process of changing the endorsement on their check envelopes to read as follows:

a. Veterans Administration Envelope

> POSTMASTER PLEASE FORWARD
>
> If addressee has moved and filed a regular change-of-address notice.
>
> If the ADDRESSEE IS DECEASED, return the letter with date of death, if known. If jointly addressed, return only if both parties deceased.
>
> Return this letter IMMEDIATELY if addressee MOVED and left no forwarding address.
>
> ADDRESSEE: See reverse if you have MOVED.

b. All others.

> *POSTMASTER*
>
> Return this letter *IMMEDIATELY* if addressee *MOVED*—And left no forwarding address.
>
> *DECEASED* (If jointly addressed, return only if both parties are deceased)—show date(s) of death if known
>
> *ADDRESSEE:* See reverse if you have MOVED.

The Treasury Department will continue to use their present envelopes until the supply is exhausted. Regardless of the envelope used, all jointly addressed government checks must be delivered as addressed unless both addressees are deceased.

Effective immediately, sections 153.143 and 153.31 are amended to read:

153.31 Delivery of Jointly Addressed Mail. Where mail is jointly addressed, for example, *Mr. and Mrs. John Doe, John and Jane Doe,* neither party is entitled to control delivery of such mail over the objection of the other. Jointly addressed mail is delivered as addressed by the sender so long as one of the addressees can receive it there.

153.143 Delivery will be withheld and the check returned to the sender immediately, if it is known that the addressee:

a. Is deceased or both parties of a jointly addressed check are deceased.

b. Has moved without filing a change of address, even though the new address may be known.

c. Has reenlisted in the military or naval service.

d. Is under guardianship.

e. Is a widow who has remarried and the check is not addressed to her in her new name—*Rates & Classification Dept., 8-21-80.*

Carrier Route Information System

POSTAL BULLETIN 21252 (7-3-80), page 11, contains an error on the Carrier Route Information System. That article states that use of the new scheme for carrier route presorted mails will be mandatory on September 15, 1980. The mandatory date should have been September 30, 1980.—*Delivery Services Dept., 8-21-80.*

To all Post Offices

Non-Machinable Outside Parcels

Parcels meeting the criteria for *non-machinable outsides* (NMOs) are to have Label 35 affixed at the point of acceptance. These parcels, because of size, shape, density, container, or contents, are non-machinable.

The label is orange, self-adhesive, and has *non-machinable* printed in black letters. The labels are available in rolls from supply centers through regular ordering procedures.

NMOs are not to be mixed with machinable parcels, they are to be shipped separately to the BMC as instructed on Poster 25-B, November 1979.—*Delivery Services/Mail Processing Depts., 8-21-80.*

Sale of the Summer Olympics Items

Post offices were notified on July 29, 1980, to return their supply of the items listed below to their stamp distribution office (SDO). These items are to be retained at the SDO until further instructions are issued.

Post offices receiving inquiries about these items should advise collectors that the items are for sale only from the Philatelic Sales Division, Washington, DC, across the counter or by mail order. Include description and item number on the order, addressed to: Summer Olympics Items, Philatelic Sales Division, Washington, DC 20265. Do not include other orders with the Summer Olympics order. Normal service charges and the $5.00 minimum purchase requirement will be waived for Summer Olympic mail orders only. Sales will be conducted on a first-come, first-serve basis and will continue until the supply is exhausted, or December 31, 1980, whichever occurs earlier.

PSD Item No.:	*Description*
0474	10-Cent Decathlon Stamps
0475	15-Cent Summer Olympics Block of Four Stamps
0476	31-Cent High Jumper Airmail Stamp
0224	22-Cent Discus Aerogramme
0664	15-Cent No. 6¾ Soccer Plain Stamped Envelope
0164	15-Cent No. 10 Soccer Plain Stamped Envelope
0241	21-Cent Gymnast Airmail Postal Card
0210	10-Cent Sprinter Postal Card
0940	$7.50 Olympics Mint Set
0943	$2.50 Olympics Sports Stamp Prints—Summer Set
0946	$2.00 Summer Olympics Poster (Runners)

—Customer Services Dept., 8-21-80.

Gold Medallion Program

Promotional materials for the Gold Medallion Program must remain on display and orders must continue to be accepted in all post offices and classified units until *September 30, 1980*. The Bureau of the Mint has established this new closing date because of program start-up delays. Ignore the August 30 closing date printed on the order forms.—*Delivery Services Dept., 8-21-80.*

All Personnel Processing Mail for Dispatch Abroad

Foreign Order Notice 17

Keep all foreign order notices for use as reference.

A tentative *Lottery order* has been issued against:

CANADA

Vancouver, B.C.

Premier Sales and
Premier Express Division
P.O. Box 3317
349 W. Georgia Street

Canadian National Services
P.O. Box 65657—Station F
2160 Commercial Drive

Jemini Of Canada, Order Department and Customer Accounts
3rd Floor, 800 W. Pender Street

Balgonie, Sask.

Kenvic Enterprises, Ltd.
Service and Handling Division
P.O. Box 404

IRELAND

Frances O'Crowley
Woodbrook Golf Club
Bray, Co. Wicklow

A tentative *False Representation* order has been issued against:

UNITED KINGDOM

Pyramid Financial Publications
18 Saint George Street
Hanover Square
London W1R 9DE

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to the Postmaster of New York, NY 10001, Attention: Claims, Inquiry and Undeliverable Mail, Room 4508. Do not place any endorsement on the mail pieces themselves.

Final Orders

Tentative *Lottery orders* against the following have become final:

IRELAND

Co. Dublin

Henrietta Murphy
61 Lr. Kilmacud Road
Stillorgan

Mary O'Connell
19 St. Lawrence Tce
Howth

Mary Moore
35 Beechwood Park
Rathmines

Miss Anne Desmond
142 Gaybrook Lawns
Malahide

Mary Murphy
35 Beechwood Park
Rathmines

Catherine Bolger
54 Abbey Road
Monkstown

Co. Laois

Miss Maureen Rowan
Derryhill
Mountmellick

Co. Limerick

Anne Duffy
Cloonanna
Patrickswell

Co. Waterford

Joan Dovey
Richmond Guest House
Cappoquin

IRELAND

Mary MacCarthy
23 Villa Park Road
Navan Road, Dublin

Mrs. Esther O'Connor
25 Highfield
Limerick

CANADA

Circulation Department
P.O. Box 2029 Main PO
Vancouver, B.C.

Harrison Brokers
P.O. Box 5030
Vancouver, B.C.

New Account Dept. and
Coronet Of Canada
#216-3631 No. 3 Road
Richmond, B.C.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all SCFs and designated International Exchange Offices.—*Judicial Officer, 8-21-80.*

Special Cancellations

Postmasters having any of the special cancellation die hubs listed here are authorized to use them for the periods designated. At the end of the period, the die hubs should be withdrawn from use and stored. Postmasters who do not have these special die hubs shall not request them without application by the sponsors.

Cancellations	*Period of Use*
Conquer Cystic Fibrosis.	September 1 to September 30, 1980.
Give the United Way.	September 15 to October 31, 1980.

—Rates & Classification Dept., 8-21-80.

NON-FOREIGN PER DIEM RATE CHANGES

Changes in per diem rates prescribed for official travel in Alaska, Hawaii, the Commonwealth of Puerto Rico, and possessions of the United States effective July 17, 1980, are listed below.

Locality:	*Maximum rate*
Alaska:	
Adak[1]	$9.65
*Anaktuvuk Pass	140.00
Anchorage	72.00
Barrow	111.00
Bethel	93.00
Cold Bay	74.00
College	67.00
Cordova	84.00
Deadhorse	94.00
Dillingham	83.00
Dutch Harbor	82.00
Eielson AFB	67.00
Elmendorf AFB	72.00
Fairbanks	67.00
Ft. Richardson	72.00
Ft. Wainwright	67.00
Kodiak	84.00
Kotzebue	91.00
Murphy Dome	67.00
Noatak	91.00
Nome	90.00
Noorvik	91.00
Shemya AFB[1]	11.00
Shungnak	91.00
Spruce Cape	84.00
Tanana	90.00
Valdez	70.00
Wainwright	79.00
Other	62.00
American Samoa	54.00
Guam, M.I.	60.00
Hawaii:	
Oahu	70.00
Midway Islands[1]	9.65
Puerto Rico:	
Aguadilla (Incl. CG Air Station Borinquen)	63.00
Bayamon:	
12/16–5/15	102.00
5/16–12/15	75.00
Carolina:	
12/16–5/15	102.00
5/16–12/15	75.00
Dorado	54.00
Fajardo:	
12/16–5/15	102.00
5/16–12/15	75.00
Ft. Buchanan: (Incl. GSA Service Center, Guaynabo):	
12/16–5/15	102.00
5/16–12/15	75.00
Mayaguez	63.00
Puerto Rico:	
Ponce (Incl. Ft. Allen NCS)	58.00
Puerto Rico:	
Roosevelt Roads:	
12/16–5/15	102.00
5/16–12/15	75.00
Sabana Seca:	
12/16–5/15	102.00
5/16–12/15	75.00
San Juan (Incl. San Juan Coast Guard Units):	
12/16–5/15	102.00
5/16–12/15	75.00
Other	63.00
Virgin Islands of U.S.:	
12/1–4/30	89.00
5/1–11/30	65.00
Wake Island[2]	17.00
Other localities	15.00

[1] Commercial facilities are not available. This per diem rate covers charges for meals in available facilities plus an additional allowance for incidental expenses and will be increased by the amount paid for Government quarters by the traveler.

[2] Commercial facilities are not available. Only Government owned and contractor operated quarters and mess are available at this locality. This per diem rate is the amount necessary to defray the cost of lodging, meal, and incidental expenses.

*Indicates new locality or change in maximum rate.

—*Finance Dept., 8-21-80.*

Selective Service Registration

All post offices, stations, and branches are reminded that we are continuing to accept Selective Service registrations. Young men may continue to request registration material from any window employee, who will accept the completed form. For the remainder of this year only, men born in 1960 or 1961 should be registering. However, we will continue to accept any registration form presented.

Send all forms directly from each post office, station or branch by **First-Class Mail** (**not** Registered or Certified) to:

Selective Service System
P.O. Box 818
Chicago, IL 60064

ALL envelopes **must** contain the top copy of a completed Registration Report (SSS Form 6). The bottom copy is to be dropped in the mailstream.

If any office runs short of registration material, request resupply from their MSC Coordinator.—*Delivery Services Dept., 8-21-80.*

Training Form 1782

Sections 742.3 and 742.4 of the EMPLOYEE AND LABOR RELATIONS MANUAL (ELM) require that a copy of Form 1782, *Training Request, Authorization, and Record,* be forwarded to the servicing postal data center when the Postal Service is paying for an employee's non-postal training expenses. Hereafter, the postal data center is to be furnished the *original* Form 1782, not a copy. The ELM will be amended accordingly.—*Employee & Labor Relations Group, 8-21-80.*

A MOTORIST SHOULD ALWAYS DRIVE SO THAT

HIS LICENSE WILL EXPIRE BEFORE HE DOES!

NATIONAL RETIREMENT COUNSELING SYSTEM

I. General Information

A. Purpose

1. The basic purpose of the National Retirement Counseling System (NARECS is to provide employees with information and counseling to make the transition into retirement a smooth one.

2. NARECS also emphasizes improved retirement paperwork processing so that when an employee retires, the necessary retirement papers will be submitted to the Office of Personnel Management (OPM) in a timely manner with complete documentation, to the extent possible.

3. NARECS enables the employing office to provide a more structured retirement counseling program.

B. Overview

NARECS provides the following:

1. Automatic semiannual printouts of computer-generated annuity estimates.
2. Individual annuity estimates upon request.
3. Management reports.
4. Formal training program on retirement counseling.
5. Newly developed Handbook P-34, *Retirement Guide.*
6. Requirement to complete OPM Form 1084, *Information in Support of Civil Service Retirement Application.*

II. Semiannual Annuity Estimates

A. Description

1. NARECS provides computer-generated annuity estimates for employees eligible for optional retirement.

2. The *Annuity Estimate* provides an estimate of what annuity benefits the prospective retiree and survivor can expect, the amount of terminal leave payment, and the cost of health benefits in retirement.

B. Production Cycle

The semiannual printouts of the *Annuity Estimate* (Report No. AAF-240P1) are automatically produced in August and February, when the percentage amount of the cost-of-living annuity increase for civil service annuitants is announced.

C. Distribution

1. The initial semiannual annuity estimate printouts were distributed during the week of August 18, down to the management sectional center level. The printouts for Headquarters and Headquarters related employees were sent to the General Manager, Headquarters Personnel Division, for redistribution. Reports on regional Inspection Service personnel were sent to the Regional Chief Postal Inspector.

2. When the annuity estimates are available, a general announcement on the bulletin board or through employee letters, should advise that annuity estimates are available for employees who are eligible to retire. Do not give the annuity estimate to an employee unless he or she asks for it. In no instance should we do anything that would be viewed as coercing an individual to retire. Optional retirement is a purely personal decision on the employee's part.

III. Individual Annuity Estimate

A. General

1. In addition to the automatic estimates generated for employees who meet optional retirement requirements, the system is designed to produce an annuity estimate upon request by:

a. any eligible employee
b. management
c. the Retirement Division, Postal Data Center (PDC).

2. Request for individual annuity estimates are not accepted during the months of August and February when the automatic semiannual annuity estimates are produced.

3. A request for an individual annuity estimate is sent to the applicable PDC on the National Retirement Counseling System Request for Annuity Estimate Form (form number not yet assigned). This new form is scheduled to be in the area supply centers by the end of September 1980.

B. Authority to Request Estimate

1. Any Eligible Employee is defined as—

a. Any employee who is eligible for optional retirement or who will become eligible within the following three months after the month in which the request is processed.

b. An employee who has at least five years of creditable service and is contemplating applying for disability retirement.

c. An employee who meets the eligibility requirements for discontinued service annuity (i.e., age 50 or over with 20 or more years' service, or 25 years of service regardless of age and who is subject to separation considered involuntary for retirement purposes).

2. Management. Managers may initiate an annuity estimate at their discretion on employees under their supervision.

3. Retirement Division—PDC. The Retirement Division, PDC, in performing its duties and carrying out its objectives, may also initiate annuity estimate requests. PDC initiated requests will not be automatically forwarded to employees or their employing offices.

C. Types of Annuity Estimate Requests

1. Optional. An employee who meets the age and service requirements for optional retirement or who will meet such requirements within the following three months after the month in which the request is processed, is under *optional* type, code 1 on the request form. The optional retirement age and service requirements are:

a. Age 55 with 30 years of service
b. Age 60 with 20 years of service
c. Age 62 with 5 years of service

The optional age and service requirements for Inspection Service personnel covered under the Law Enforcement provision of the retirement law is age 50 with 20 years of creditable law enforcement service.

2. Disability. An employee with at least five years of creditable service is eligible to apply for disability retirement to the OPM. Such an individual, who is contemplating applying for disability, is under request type *Disability,* code 2 on the request form.

3. Discontinued. An employee who meets the eligibility requirements for discontinued service annuity (i.e., age 50 or over with 20 or more years' service, or 25 years of service regardless of age and who is subject to separation considered involuntary for retirement purposes) may have an estimate requested under *Discontinued,* code 3 on the request form.

D. Frequency of Requests

1. Individual requests are recorded daily (when received) at the employing office (MSC, Region, Headquarters, Inspection Service, etc.) on the Request for Annuity Estimate Form.

2. The requests at the employing office level (MSC, Region, Headquarters, Inspection Service, etc.) are batched and forwarded to the applicable PDC at the close of each pay period. The PDC expects to complete the processing of the individual requests and return to the requestor office (MSC, etc.) in the following pay period.

IV. Catalog of Error Messages

A. Description and Purpose

The *Annuity Estimate* printout provides error messages or exceptions under the *Exceptions* block. The purpose of the catalog is to provide the user with a basic understanding of the error messages and to identify the organization that has corrective or investigative responsibility.

B. Catalog (See Exhibit 1)

Exhibit 1

Message	Message description	Estimate processed	Organizational action required
1. Dupe. eff. date on hist.	Service History File contains more than one record with the same eff. date & nature of action code. Greater salary used to compute high 3 avg. salary.	Yes	PDC should review and correct service history record.
2. Excessive edit errors	Employee's record contains 5 or more discrepancies.	No	PDC will review and correct all applicable records.
3. Employee indebted to USPS	Emp. master file indicates employee has an outstanding debt to USPS, i.e., outstanding travel advance.	Yes	Emp. Off. should advise the employee that the unpaid debt will cause a delay in the processing of his/her retirement application.
4. Employee not eligible	This message occurs when a request for an annuity estimate is submitted for an employee who does not meet eligibility.	No	Emp. Off. should review the employee's record to determine if corrective action is necessary, i.e., correction to employee's retirement computation date required.
5. Employee terminated	Master record status indicates employee inactive.	No	Emp. Off. verify employment status. Verify SS# and resubmit if employee still active.
6. Employee under age	Master record indicates employee less than 16 years old.	No	Emp. Off. verify employee's age and notify PDC of correct birth date.
7. Insufficient svc. history	Service history record does not contain sufficient service history or Ret. deductions for any calendar year needed to calculate high 3 avg. sal. OR annual rate on service history record for annual salaried employee contains zero OR hrly rate on service hist. record for hrly salaried employee contains zero.	No	Emp. Off. should review employee's OPF and submit updated record to PDC Retirement Division.
8. Invalid birth date	Employee master file contains zeros or blanks for birth date.	No	PDC should review records and make corrections.
9. Invalid ret. elgbl. date	Employee master record eligibility date not equal to computed date.	Yes	PDC should review and correct master file.
10. Invalid last name	Last name submitted on request does not match employee master record for SS# submitted.	Yes	Emp. Off. verify last name and SS# on request form and take necessary action to correct records.
11. Invalid retirement Type	Retirement TYPE on request form must be coded either 1—Optional Ret., 2—Disability Ret. or 3—Discontinued Service Ret	No	Emp. Off. should verify request form and review OPF to determine if employee's records are incorrect.
12. Invalid Request Code	Request code not equal to P, N, etc.	No	PDC verify code and submit on the next processing cycle.
13. No Mini-master Record	This condition occurs when the SS# on request form is not found on employee mini-master file.	No	PDC review records and correct file.
14. No match on Master	SS# on Request Form is not found on employee master file. This condition is not very likely to occur.	No	Emp. Off. should verify SS# submitted on request.
15. Possible history seq. err.	Effective date of salary actions on service history appear to be out of sequence.	No	PDC will verify salary history and make correction if applicable.
16. Retired annuitant.	Master record indicates employee is currently receiving an annuity.	No	Emp. Off. must manually prepare an estimate.
17. Ret. Code not 1 or 3.	An annuity estimate was requested for an employee who is not covered by Retirement Act.	No	Emp. Off. verify employee's record and make correction if applicable.
18. Invalid Ret. Comp. Date.	Retirement Comp. Date in the employee master record contains blank or zeros.	No	PDC will review records and make necessary correction.
19. Avg. high 3 sal. below min.	The calculated high 3 salary is less than $2,500 or $5,000 in the case of a disability request.	No	Emp. Off. must manually calculate an estimate.
20. Master & svc. sal. not. eq.	Employee salary is not equal to last salary on history file.	Yes	PDC will verify records and make necessary correction and notify adjustment section if applicable.
21. Sick leave not included.	Annuity in excess of 80% sick leave not included in determining creditable service.	Yes	Information only. Employee should be advised that the estimate is lower than what he should receive.
22. Finance No. not on E&V.	Finance No. on annuity estimate request is invalid.	No	Emp. Off. should verify Fin. # and resubmit request if appropriate.

V. Management Reports

A. General

NARECS will produce management reports to assist managers in such efforts as:

1. Planning for and scheduling retirement counseling programs.
2. Assessing potential staff shortages by functional area.
3. Planning for recruiting and training programs.
4. Analyzing employee turnover, etc.

B. Reports

The reports listed below under items 1 and 2 are mailed with the Annuity Estimates.

1. Current Eligibles Reference List (Report No. AAF240P2). This report summarizes basic data from the *Annuity Estimates.* It is produced semiannually with the production of the semiannual Annuity Estimates. It is also produced on individual annuity estimate request runs.

2. Retirement Forecast Reference List (Report No. AAF240P3). This

report provides managers with a one year forecast of those employees who will attain retirement eligibility within the next year. The report provides appropriate information identifying the listed employees.

3. Management Summary (Report No. AAF250P1). This is a five segment retirement information report which provides management at all levels with statistics to effectively implement and monitor an ongoing retirement counseling program. The statistics contributes to more reliable forecasting and analysis of possible vancancies (through retirements) by functional area. The reports are:

a. Current Retirement Eligibles. This segment provides statistics on the number of employees (within functional areas) who are currently eligible for optional retirement.

b. Retirement Forecast. This segment reflects the number of employees (within functional areas) who will meet the requirements for optional retirement within the next twelve months.

c. Retirement History. This segment provides historical data by giving statistics on the number of employees who retired during the past twelve-month period.

d. Appointments and Separations. This segment reflects the number of career appointment actions effected during the past twelve-month period. The report gives the number of those career appointments who also separated during that same twelve-month period by type of separation (Resignation, Term Probation, etc.). These statistics will assist in analyzing turnover.

e. Retirement Forecast (5 year). This segment provides statistics (by functional area) of the number of employees who will become eligible for optional retirement on a year by year basis within the next five years.

VI. Retirement Counseling Training

A. Overview

A formal program has been developed to train personnel who will perform the retirement counseling function. Initial training was conducted in all Regions from July 21 to August 1, 1980, in conjunction with the implementation of the National Retirement Counseling System. Although the program is in a train-the-trainer mode, it also can be used to directly train employees who will perform the counseling function. The training package is in the Postal Employee Development Centers and is available for use for individual and/or refresher training. The course number is 14519-00.

B. Program Content

1. The training program is designed to improve the effectiveness of individuals who provide retirement counseling. It consists of a slide/tape presentation of about 30 minutes, which introduces the National Retirement Counseling System. The slide/tape presentation is interrupted to permit six sequenced exercises dealing with:

a. Forms Required
b. Conversion of Sick Leave
c. OPM Form 1084 Requirements
d. Annuity Estimate Printout
e. Computation of Survivor Annuity
f. Planning for Retirement

2. The training program presents an in-depth review of Civil Service Retirement benefits, insurance benefits, and paperwork processing. The program emphasizes the importance of processing retirement papers quickly and accurately in order to minimize a delay in receiving benefits authorized by the Office of Personnel Management. The program also establishes guidelines for individual and group counseling.

VII. Retirement Guide

A. Purpose

Handbook P-34, *The Retirement Guide* was designed basically for employees eligible for retirement who ask for and receive their annuity estimate printout. However, this handbook may also be used as a source document for employees who give retirement counseling. The P-34 can supplement Pamphlet 18, *Your Retirement System*, the Employee and Labor Relations Manual (ELM) or other documents used in the retirement counseling process.

B. Content

The Retirement Guide provides a step-by-step explanation of the information shown on the *Annuity Estimate*. It also provides general information on retirement procedures and forms, from the application for retirement to the receipt of annuity, as well as other information to make the employee's transition into retirement a smooth one.

C. Distribution

In order to insure that copies of the P-34 are available for all eligible employees considering retirement, care should be exercised to provide only one per individual. Remind employees to keep the book for future reference in case they decide to delay retirement to a later date.

D. Availability

It is anticipated that the Retirement Guide will be available in the supply centers by the end of August.

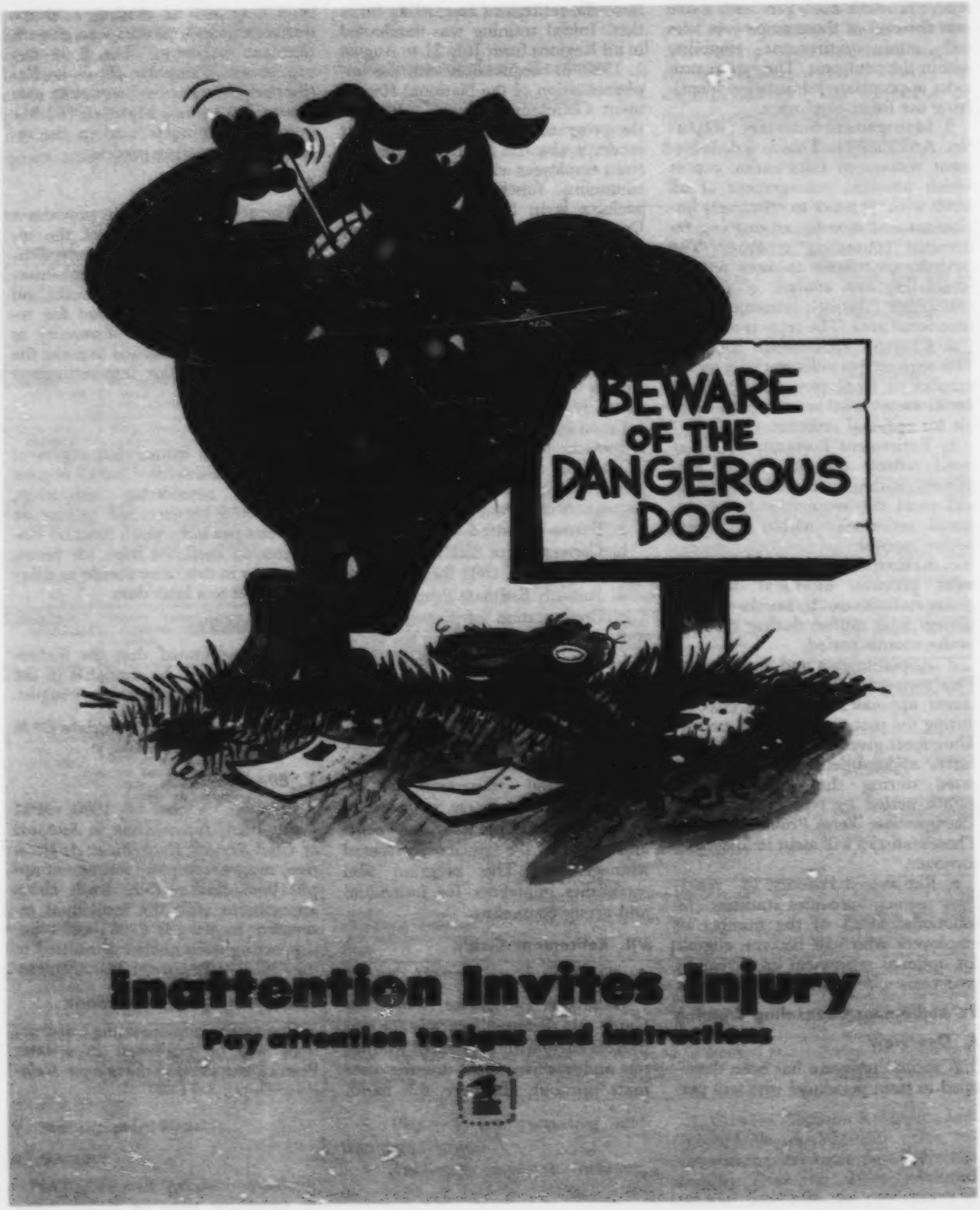
VIII. Requirement to Complete OPM Form 1084

A. Effective Date

Effective October 18, 1980, OPM Form 1084, *Information in Support of Civil Service Retirement Application*, must accompany retirement applications and certain death claim applications with the individual retirement record (SF 2806) and other supporting documents transmitted to the Office of Personnel Management.

B. Implementing Instructions

Complete implementing instructions will be published in a later Postal Bulletin.—*Employee Relations Dept., 3-21-80.*


BEWARE
OF THE
DANGEROUS
DOG
Inattention Invites Injury
Pay attention to signs and instructions

POST OFFICE CHANGES NO. 26

(Supplemental to 1980 National ZIP Code and Post Office Directory.)

Abbreviations: B=Branch. C=City Delivery. Conv.=Converted. CPO=Community Post Office. Disc.=Discontinued. Estab.=Established. F=Finance. Fac.=Facility. I=Independent Post Office. IC=Independent City. MOU=Money Order Unit. MPO=Main Post Office. MR=Mailing Restrictions (from Part 125 DMM) apply. NP=Nonpersonnel. NZCD=National ZIP Code and Post Office Directory. P=Postal facility discontinued, name retained for address purposes. Resc.=Rescinded. S=Station. x=Classified. (Contract stations and branches do not have the symbol "x" following the symbol of type of installation.)
Symbols: (1)=Officially closed on date shown. Notice is for administrative record purposes. (2)=Officially established on date shown. Notice is for administrative record purposes. (3)=All services previously terminated. Date shown is official discontinued date for administrative purposes.

State	Name of post office	County/parish	Name of station, branch, or unit	Type S/B	ZIP Code	Change action	Effective date	Explanation of change
AL	Anniston	Calhoun	Lenlock	B	36201	Delete	6-30-80	B disc. Retain ZIP Code. (1)
			(Mail to Anniston)	I	36201			
AR	Jordan	Baxter		I	72548	Delete	9-30-80	PO conv. to CPO. Change ZIP Code only. Continue address of Jordan, AR (3)
AR	Calico Rock	do	Jordan	CPO	72519	Add	9-30-80	
AR	Newburg	Izard		I	72563	Delete	9-30-80	PO disc. Change ZIP Code only. Continue address of Newburg, AR (3)
AR	do	do		P	72556	Add	9-30-80	
CA	Johnsondale	Tulare		I	93236	Delete	9-30-80	PO disc. Change ZIP Code only. Continue address of Johnsondale, CA (1)
CA	do	do		P	93238	Add	9-30-80	
CA	Sonora	Tuolumne	Downtown	Sx	95370	Add	4-22-80	Sx estab.
DE	New Castle	New Castle	Triangle Mall	B	19720	Delete	7-30-80	B disc. Retain ZIP Code.
			(Mail to New Castle)	I	19720		7-30-80	
DC	Washington	DC	Truxton Circle	Sx	20002	Delete	8-31-80	Sx disc. Retain ZIP Code.
DC	do	do	Le Droit Park	Sx	20001	Add	9- 1-80	Sx estab.
KS	Selden	Sheridan	Leoville	CPO	67742	Delete	7- 1-80	CPO & ZIP Code disc.
			(Mail to Selden)	I	67757		7- 1-80	
MS	Leland	Washington	Bourbon	CPO	38720	Delete	7-10-80	CPO & ZIP Code disc.
			(Mail to Leland)	I	38756		7-10-80	
MS	Horn Lake	DeSoto		I	38637	Add	1-27-79	C estab.
MO	Hamilton	Caldwell	Nettleton	CPO	64666	Delete	6-28-80	CPO & ZIP Code disc.
			(Mail to Hamilton)	I	64644		6-28-80	
MO	Lamar	Barton	Kenoma	CPO	64759	Delete	8-16-80	CPO disc. Retain ZIP Code.
			(Mail to Lamar)	I	64759		8-16-80	
NJ	Mount Laurel	Burlington		I	08054	Add	2- 9-80	C estab.
NC	Wilmington	New Hanover	University of North Carolina	S	28406	Add	7- 1-80	S estab.
WA	Tacoma	Pierce	University Place	B	98466	Add	8- 1-80	B estab.

—Delivery Services Dept., 8-21-80.

ENCOURAGE MAILERS TO ATTACH A SLIP TO ARTICLES ENCLOSED IN PARCELS SHOWING NAME AND ADDRESS OF SENDER AND ADDRESSEE

VACANT REGULAR RURAL ROUTES LISTING NO. 80-37

The vacant rural routes listed below will be posted for bid in accordance with the USPS–NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this POSTAL BULLETIN. Those rural carriers having special bidding rights as defined in the USPS–NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
CENTRAL REGION					
Illinois	Morris	60450	01	37:20 (48K)	66.45
	Sterling	61081	01	50:38 (46H)	62.90
	Atlanta	61723	01	37:10 (37S)	66.20
	Danville	61832	04	53:20 (38K)	56.95
Indiana	Avilla	46710	02	42:20 (48H)	64.70
	Kokomo	46901	06	40:21 (40H)	42.05
	Bedford	47421	17	38:37 (39S)	52.10
	Washington	47501	03	46:47 (41K)	67.75
Iowa	Cherokee	51012	06	38:54 (38S)	82.55
	Mapleton	51034	01	29:06 (29S)	72.75
	Red Oak	51566	03	35:08 (35H)	91.01
	Coin	51636	01	41:39 (42S)	113.15
	Brighton	52540	02	33:34 (34S)	70.02
Kansas	Sylvan Grove	67481	02	30:17 (30S)	108.10
Kentucky	Bowling Green	42101	03	42:44 (43H)	70.70
Michigan	Escanaba	49829	03	47:30 (44J)	36.30
Minnesota	St. Paul	55124	15	38:27 (38S)	42.05
	Stewart	55385	01	42:40 (43H)	94.21
	Alexandria	56308	08	39:20 (40H)	58.45
	East Grand Forks	56721	08	43:33 (44H)	87.20
Missouri	Ballwin	63011	02	53:43 (45K)	47.55
	Perryville	63775	07	49:29 (45J)	80.10
	Lockwood	65682	02	33:33 (34S)	91.25
	Willow Springs	65793	01	42:15 (42S)	106.05
Nebraska	Omaha	68106	28	34:57 (35S)	7.40
	Fairbury	68352	04	40:34 (41S)	117.04
	Pickrell	68422	01	30:46 (31S)	79.14
	Waverly	68462	01	39:54 (40S)	85.79
	Norfolk	68701	01	50:25 (46J)	75.60
	Randolph	68771	02	44:27 (44H)	130.85
Ohio	East Orwell	44034	01	39:51 (40S)	58.20
	Rock Creek	44084	01	39:46 (40H)	58.25
	Kent	44240	08	52:04 (43K)	35.80
	Ravenna	44266	01	44:41 (45H)	25.45
Wisconsin	Kiel	53042	02	38:05 (44K)	70.45
	Richland Center	53581	05	45:57 (42J)	106.40
	South Wayne	53587	01	39:30 (40S)	62.05
	Sun Prairie	53590	02	45:47 (46H)	71.15
	Portage	53901	04	35:05 (36S)	32.70
	Shiocton	54170	02	36:18 (36S)	66.90
	Oshkosh	54901	40	43:30 (44H)	14.85
	Appleton	54911	02	45:30 (46H)	56.45
	Clintonville	54929	03	49:25 (44J)	94.09
EASTERN REGION					
Maryland	Mount Airy	21771	06	47:57 (44J)	20.70
New York	Warsaw	14569	01	36:25 (36S)	57.70
Pennsylvania	Evans City	16033	03	40:44 (41H)	36.00
	Seven Valleys	17360	02	49:04 (45J)	46.30
	New Holland	17557	01	46:20 (46H)	42.20
	Allentown	18101	06	40:28 (40H)	10.10
Virginia	Chatham	24531	02	50:06 (46J)	81.95
WESTERN REGION					
California	Madera	93637	04	41:16 (41H)	77.95
Hawaii	Makawao	96768	02	42:55 (43H)	22.00
Montana	Manhattan	59741	01	45:36 (46H)	65.87
New Mexico	Belen	87002	02	56:36 (47K)	30.00
	Clayton	88415	01	35:14 (35S)	71.20
Oregon	Troutdale	97060	02	40:40 (41K)	41.10
	Amity	97101	01	40:40 (43J)	66.20
Washington	Bow	98232	01	51:19 (44K)	71.10

*The "Route Classification and Evaluation" published in this POSTAL BULLETIN may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

—Labor Relations Dept., 8-21-80.

DO NOT COMMINGLE EMPTY BROWN MAILBAGS WITH REGULAR CANVAS SACKS. PACK THEM IN LIKE-SIZE BROWN MAILBAGS.

MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices, including Inspection Service Forms 577, should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below). Destroy PB 21258 listing. **B. Old Style.** (Gray). **C. Counterfeit.** The listing from PB 21240 remains valid for both B. and C.

165 705 7000 to 7999
206 493 4600 to 4799
206 793 5600 to 6499
210 868 4500 to 4699
211 238 0459 to 0999
211 436 5608 to 5699
213 578 4229 to 4399
215 538 0200 to 0499
216 678 6072 to 6999
217 210 7100 to 7299
217 241 5400 to 5799
217 268 2574 to 2699
217 667 3400 to 3599
217 672 4200 to 4599
217 902 4181 to 4299
218 755 4591 to 4699
220 350 0000 to 0999
221 371 4600 to 4999
221 626 2100 to 2299
221 661 5318 to 5499
222 224 8100 to 8499
222 536 2000 to 2299
224 206 6395 to 6499
224 554 9830 to 0399
225 268 1655 to 1799
225 711 9700 to 9999
225 712 0000 to 0999
225 767 2000 to 2299
227 097 4600 to 4699
227 254 9800 to 0099
227 611 4000 to 4599
229 117 4866 to 4999
229 346 9900 to 9999
229 434 3500 to 3599
229 531 9700 to 9899
229 563 1918 to 1999
229 576 1800 to 1899
230 826 8683 to 8799
231 147 0883 to 1499
231 525 7893 to 7999
232 295 7249 to 7599
232 665 0292 to 0399
233 262 7907 to 7999
233 407 5872 to 5899
233 516 6100 to 6199
233 638 1200 to 1799
234 031 6456 to 6999
234 261 4500 to 4599
234 431 3655 to 3699
234 659 4000 to 4199
234 659 8700 to 8999
234 802 1060 to 1199
234 997 1000 to 1599
235 254 2060 to 2099
236 388 4842 to 5099
236 576 9520 to 9599
236 755 8000 to 8099
236 937 5803 to 5999
236 941 5400 to 5499
237 413 7500 to 7599
237 423 4111 to 4199
237 457 5600 to 5699
237 457 5800 to 5899
237 702 6823 to 6899
237 702 6921 to 6999
238 165 7700 to 7799
238 169 7587 to 7599
238 377 4508 to 4599
238 586 3100 to 3299
239 199 0700 to 1099
239 204 9916 to 9999
239 481 4728 to 4799
239 549 7116 to 7499
239 575 2000 to 2199
239 596 4800 to 4999
239 724 1489 to 1499
239 985 7000 to 7499
240 042 3151 to 3169
240 108 6501 to 6599
240 252 6400 to 6899
240 256 2900 to 3199
240 559 4363 to 4399
240 639 3561 to 3599
240 855 7000 to 7099
240 901 5900 to 5999
241 081 9274 to 9299
241 224 7209 to 7299
241 685 5124 to 5199
241 694 1800 to 1899
241 753 7766 to 7799
241 902 2600 to 2799
242 021 2262 to 2499
242 585 4155 to 4299
242 591 4500 to 4699
242 605 0000 to 0999
242 621 8314 to 8399
242 781 0789 to 0799
242 816 1337 to 1399
243 112 4109 to 4120
243 228 7200 to 7499
243 766 6730 to 6799
243 805 0000 to 0299
243 906 7800 to 8199
244 299 2000 to 2199
244 366 8800 to 8899
244 381 3024 to 3099
244 525 0719 to 0799
244 657 7700 to 7899
244 678 2333 to 2499
244 742 7748 to 7799
244 743 7100 to 7399
244 895 5575 to 5599
245 103 9300 to 9399
245 103 9400 to 9499
245 118 6754 to 6768
245 279 1420 to 1448
245 279 1510 to 1599
245 591 1626 to 1799
245 695 0346 to 0399
245 973 2677 to 2699
246 076 7300 to 7399
246 155 4048 to 4099
246 155 5000 to 5499
246 402 6511 to 6599
246 608 6300 to 6399
246 609 9545 to 9799
246 816 2600 to 2699
246 973 1372 to 1399
247 012 0500 to 0599
247 066 9300 to 9399
247 086 4200 to 4299
247 113 5635 to 5699
247 490 1960 to 1999
247 490 2086 to 2099
247 497 4000 to 4099
247 544 0200 to 0214
247 575 4400 to 4499
247 929 6417 to 6799
247 983 1511 to 1899
248 120 4322 to 4399
248 244 7246 to 7299
248 317 7624 to 7699
248 397 2163 to 2199
248 423 4864 to 4899
248 440 7916 to 7971
248 718 7317 to 7399
249 680 4872 to 4899
249 945 6900 to 6999
249 996 6000 to 6099
249 996 6300 to 6499
250 452 4971 to 4999
250 483 0600 to 0699
250 547 7046 to 7099
250 565 7029 to 7040
250 833 7200 to 7399
250 951 4340 to 4363
250 991 9778 to 9799
251 518 6281 to 6399
251 964 6056 to 6199
251 997 2913 to 2999
252 171 2041 to 2056
252 206 2101 to 2199
252 206 9532 to 9599
252 235 4400 to 4499
252 235 4581 to 4899
252 238 2299 to 2399
252 432 6988 to 6999
252 891 1159 to 1199
253 175 2670 to 2699
253 192 7311 to 7399
253 298 5931 to 5940
253 446 4033 to 4099
253 547 6013 to 6049
253 547 6054 to 6099
253 747 6924 to 6999
254 107 8590 to 8599
254 107 8913 to 8999
254 254 4490 to 4499
254 259 8867 to 8899
254 259 8951 to 9099
254 740 8408 to 8445
255 125 5568 to 5599
255 125 8500 to 8599
255 150 5300 to 5399
255 176 5373 to 5399
255 276 0949 to 0999
255 281 2647 to 2699
255 440 4800 to 4899
255 440 4900 to 4999
255 754 3621 to 3699
255 857 4749 to 4799
256 140 5400 to 5499
256 193 5100 to 5159
256 695 0525 to 0599
258 480 2600 to 2899
258 618 0254 to 0299
258 643 2765 to 2774
258 950 5217 to 5299
258 950 5433 to 5499
259 084 1386 to 1399
259 227 0000 to 1499
259 340 0828 to 0999
259 628 0936 to 0999
259 745 1300 to 1499
259 783 7821 to 7899
259 825 5819 to 5899
259 950 3053 to 3099
259 950 3300 to 3499
260 012 7441 to 7499
260 039 2699 to 2999
260 144 7415 to 7499
260 198 2856 to 2898
260 324 9000 to 9099
260 479 3500 to 3599
261 052 5271 to 5299
261 175 6200 to 6299
261 175 6500 to 6599
261 459 5800 to 5899
261 459 6722 to 6799
261 533 2067 to 2299
261 954 6334 to 6399
800 502 3000 to 3999
800 941 7900 to 7999
801 278 3600 to 3999
801 579 6056 to 6098
801 629 1900 to 1999
802 029 5199 to 8999
802 265 0575 to 1999
802 774 0000 to 4999

UNITED STATES POSTAL SERVICE
WASHINGTON, D.C. 20260
OFFICIAL BUSINESS

PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE, $300

U.S.MAIL

FIRST CLASS

Schedule. The Postal Bulletin is published every Thursday by the Directives and Forms Division of the U.S. Postal Service, Washington, DC 20260.

Distribution. The Bulletin is received by all postal facilities.

Effective Period. Postal Bulletin articles are effective for six months unless otherwise specified.

Index. A quarterly index of Bulletin articles appears early in the months of January, April, July, and October.

Orders.

Public sale:

Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402
Single copy: $1.25; $1.60 foreign
Subscription: $50.00, $62.50 for foreign mailing

Postal facilities:

For one time orders, send Form 7380 to the Eastern Area Supply Center.

To change quantity received, send Form 1286 to the Directives and Forms Division, giving justification.

21260

UNITED STATES POSTAL SERVICE U.S. MAIL

postal bulletin

PB 21260—August 28, 1980—12 Pages

Postmaster Relief/Leave Replacement

The following information clarifies USPS policy concerning the loaning of postmaster relief/leave replacements.

Every EAS A through EAS–15 post office where a career clerk is not authorized will be assigned one postmaster relief/leave replacement. Under unusual circumstances a sectional center manager may authorize a second postmaster relief/leave replacement. The need for additional postmaster relief/leave replacements should be rare and is justified only where geographic isolation or other circumstances prevent an adequate commitment from a single individual.

Postmasters are expected to screen candidates to ensure their reliability and availability to work when required. The need to borrow postmaster relief/leave replacements should therefore seldom arise.

In areas where Saturday window service is prevalent, it is generally impractical to effect a loan between offices since the postmaster relief/leave replacements may be committed to their home offices. If the MSC is unable to provide alternative assistance, it is the postmaster's responsibility to cover for the absence of the postmaster relief/leave replacement.

In the case of scheduled and unscheduled postmaster leave (Monday through Friday), it is often practical and to the advantage of the USPS if arrangements are made to borrow a postmaster relief/leave replacement from an adjacent office if the designated postmaster relief/leave replacement is unavailable. Whenever possible, pertinent employment data should be furnished to the servicing Employee and Labor Relations Information Center no later than Wednesday before the end of the pay period. This ensures the loaned postmaster relief/leave replacement is entered on to the master file of the borowing office with sufficient lead time to assure prompt payment by the Postal Data Center.—*Operations Group, 8–28–80.*

Service Awards

A new service award recognition program is established to recognize employees who have completed 25 and 35 years of creditable service to the government. This program is in addition to those described in 630 of the Employee and Labor Relations Manual (ELM) and will be incorporated in a future revision of the ELM.

The program provides postal management with a means to recognize the extended service of USPS employees by the awarding of service award pins.

Description

The 25-year service award will be a silver-filled *antique finish* lapel pin/tie tack design with the USPS emblem and the number 25 imprinted to indicate that the employee has completed 25 years of creditable service. The 35-year service award will be gold-filled pins of the same design.

Responsibility

The General Manager, Headquarters Personnel Division, administers the program for Headquarters and its administrative support facilities. In each region, the Regional Director, Employee and Labor Relations, administers the program for personnel on Regional Headquarters rolls and employees reporting directly to the regional office.

District managers administer the program for district staff employees, Management Sectional Center managers and Bulk Mail Center managers.

Sectional Center managers administer the program to include their associate offices.

The Chief Postal Inspector administers the program for Inspection Service employees.

Administration

Ordering information will be published in a POSTAL BULLETIN notice when service award pins are available in the two area supply centers.

The postal data center will furnish a printout semi-annually, April and October, listing all employees whose

Continued on p. 2

International Mail—Matches

Foreign postal services have reported receipt of United States origin mail items containing matches.

Acceptance employees should remind customers that as specified in Appendix A, Table 2, Publication 42, *International Mail,* matches are totally prohibited in the international mails.—*Rates & Classification Dept., 8–28–80.*

Form 542—Inquiry

POSTAL BULLETIN 21251 (6–26–80) announced that only the November, 1979 edition of Form 542, *Inquiry About A Registered Article Or An Insured Parcel Or An Ordinary Parcel,* was to be used for international inquiries filed after July 1, 1980. Both supply centers are out of Form 542. The form is being reprinted and will be available in a few months. Post Offices that do not have any forms, and need forms, should get copies from a nearby office.—*Rates & Classification Dept., 8–28–80.*

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NEWARK PUBLIC LIBRARY
SEP 12 1980
U.S. GOVT. PUBS. DEPOSITORY 376

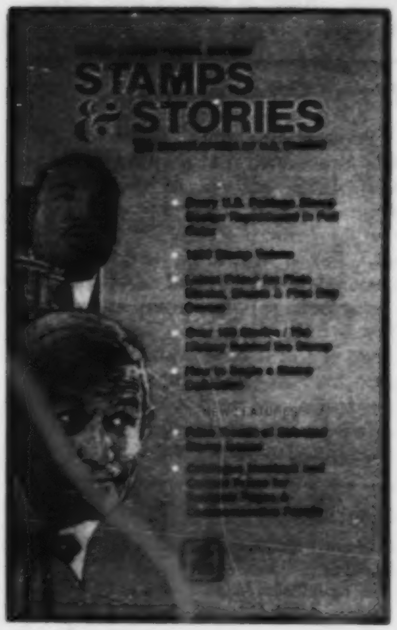
P1.3:

Philatelic Item Removed From Sale

The *Stamps & Stories*, 6th Edition (Item 924), must be removed from sale on September 5, 1980. After that date, one copy should be made available to each of the Benjamin Franklin Stamp Clubs.

Disposition Instructions

1. For Retail Outlets. After September 5, 1980, remove *Stamps & Stories*, 6th Edition, (shown below) from stamp credits and return them to the main stock. All retail outlets will ship them through appropriate channels to the management sectional center/stamp distribution office (MSC/SDO) using Form 17, *Stamp Requisition*, return side. Enter the value of the items shipped to the MSC/SDO on the return side of Form 17 and in the accountbook to AIC 501, Postage Stock Shipped, and reduce stamp accountability accordingly. Enter the number of Items 924 shipped on the applicable Form 3295, *Dailey Record of Stamps, Stamped Paper, and Nonpostal Stamps on Hand*. Send original copy of Form 17 to the postal data center with the statement of account. The name and finance number of the MSC/SDO, as well as that of the shipping office, must be shown on the Form 17.



2. For MSC/SDOs. The MSC/SDO will pick up the value of postage stock received, AIC 005, and increase stamp accountability accordingly. Enter the number of Item 924 received on the applicable Form 3295.

3. For MSC Club Project Coordinators. The MSC stamp club project coordinator may submit a Form 17 for the minimum number of Items 924 deemed necessary. The balance will be disposed of in accordance with Section 553 of Handbook F-1, *Financial Handbook for Post Offices*. The products given to the Stamp Club Program will be stamped "Not for Resale." The MSC/SDO accountable paper custodian attests to the fact that each item has been defaced. Prepare Form 3238, *Destruction Certificate*, and endorse it, "Philatelic Products Given to the Benjamin Franklin Stamp Club." Attach Form 17 to the office copy of Form 3238. The MSC club project coordinator acknowledges receipt of the products and is responsible for their control.

4. Sale and Inventory Instructions. The following instructions apply to recording sales and inventory data of Item 924 on line 13 of Form 1079, *Philatelic/Retail Product Sale and Physical Inventory Record*, report for PQ IV:

a. Column A. Record the total of Items 924 collected from MSC stock, plus received from retail outlets. (This will be the number for which Forms 3238 must be prepared. This requires that *all* unsold copies must be returned to the MSC prior to October 3.)

b. Column C. Record in this column exactly the same figure as shown in column F of the *previous* quarter's report. (The previous quarter's closing balance is always shown as the current quarter's opening balance, and any needed adjustments are made by using the increase or decrease columns.)

c. Column D. Enter data in this column of Items 924 received into your MSC from all sources *outside of your MSC*, and any minor adjustments needed to ensure overall accuracy. (Shipments between the MSC and its associate offices are *not* shown in this column on the consolidated report.)

d. Column E. Record the same figure from column A. (Again, this represents total quantities on which final disposition action was taken.)

e. Column F. Leave blank. (This will remove the product from the report.)

f. Column G. Determine quantity sold by subtracting Column E from the sum of columns C and D.

g. Column I. Self-explanatory.

Promotion Instructions

Retail outlets (CAG A–H) handling *Stamps & Stories* were previously issued Poster 418, September 1979, the 6th Edition *Stamps & Stories, An Encyclopedia of U.S. Postage Stamps*. Poster 418 must be removed from the lobby after September 5, 1980.

The new *Stamps & Stories* 7th Edition, will be placed on sale October 6, 1980. New lobby merchandising materials will be distributed to retail outlets during September. A *Stamps & Stories* lobby promotion, similar to last year's, with book, vinyl cover, chain and ring, is scheduled for distribution to retail outlets in early October—*Customer Services Dept., 8-28-80.*

Continued from p. 1

service computation date of record indicates eligibility to receive the service award pin. Recipients of the report will be General Manager, Headquarters Personnel; regional directors, E&LR; district managers; sectional center managers; and Chief Postal Inspector. SCM managers will furnish associate offices a list of eligibles together with pins.

Presentation

Service award pins are presented by installation heads/department heads or their designee, with appropriate ceremony and publicity, in the presence of top officials and co-workers, preferable at employees' work site. Presentation of the pin will be accompanied by a letter of appreciation for service signed by the installation/department head.

Effective Date

Beginning FY–81, October 4, 1980. Initial awards will be presented upon receipt of listings and service award pins are scheduled for November 1980.—*Employee Relations Dept., 8-28-80.*

Philatelic Folder

A new philatelic product, the Coral Reefs, U.S.A. Folder, Item #831 and #831–C will be placed on sale at philatelic outlets and by mail order from the Philatelic Sales Division on September 9, 1980.

The folder features dramatic underwater photographs of actual corals depicted on the commemorative stamps. The folder includes an explanation of the coral reef formation and contains one block of four commemorative coral reef stamps and one acetate mount to hold them. The selling price for this Item #831 is $1.50.

Each management sectional center/stamp distribution office, selected post office, and philatelic outlet will receive Item #831 components from manufacturers and will assemble the product for sale. One manufacturer will ship folders in cartons of 100 each. Another manufacturer will ship packets containing stamps and acetate mounts also in cartons of 100 each. Facilities are to insert the packets into the folders prior to over-the-counter sales. Each receiving office must verify receipt of equal quantities of folders and packets and must notify the regional retail branch of any discrepancies.

To support the sale of this product a counter card (11″ x 14″) has been distributed to all offices concerned. The product also will be listed in the October issue of the Philatelic Catalog. The new Coral Reefs, U.S.A. Folder not only will make an ideal gift for children, but many adults will find the coral reefs story to be interesting reading.

In addition to Item #831, the Philatelic Sales Division will offer Item #831C, the Coral Reefs, U.S.A. Folder with the block of four stamps affixed and canceled "First Day of Issue, Charlotte Amalie, VI 00801, Aug 26, 1980." The unused acetate mount will be included with the folder. The selling price of Item #831C will be $1.50 and the 50-cent handling fee and $5.00 minimum order requirements will be in effect. Item #831–C will be available only at the Philatelic Sales Division, Washington, D.C. 20265.—*Customer Services Dept., 8–28–80.*

Passport Form Obsolete

All passport application acceptance facilities are to inspect their stocks of Form PHS–731, *International Certificates of Vaccination,* and destroy any forms printed *prior to 1977.* Only the 1977 and later editions carry an important malaria warning notice.

This item will no longer be supplied to the Postal Service by the Department of State. When present stocks are exhausted, customers should be advised that the International Certificates of Vaccinations may be purchased from the Government Printing Office, Washington, D.C. 20402, at 50¢ each.—*Delivery Services Dept., 8–28–80.*

Domestic Order

False Representation. Enforced by postmasters at cities listed.

State/City	*Names Covered*
CA, Hayward 94541	Dean's Publishing Co. 1226 Grove Way
CA, San Leandro 94578	Atlas Publishing 16639 E. 14th Street

—*Judicial Officer, 8–28–80.*

Consumer Service Card

All post offices will soon be receiving the new yellow, four-part Form 4314–C *Consumer Service Card.* This card reflects suggestions and contributions received from postal employees and customers and is designed to make it easier to record and process complaints.

The yellow, four-part card provides a copy for the customer's record and a post office copy for alphabetical filing.

Customers retain the original copy of the completed card and forward the remaining three copies to the local post office or hand them to a postal employee. Post office must forward copy 2 (Processing Center copy) immediately to the Consumer Service Card Processing Center, Washington, DC 20261. Copy 3 (Action copy) must be mailed under cover to the Processing Center after action has been completed. Post offices should retain copy 4 (Post Office File copy) for their records to identify recurring problems and review corrective actions. These copies may be retained for a period not to exceed one year.

Only the yellow four-part Form 4314–C, should be available to the public in the card display unit (Poster 31–B). These cards should be located in postal lobbies and should also be made available from rural and city letter carriers.—*Customer Services Dept., 8–28–80.*

Interest Rate—Contract Claims

The next transmittal letter to Publication 41, *Postal Contracting Manual,* will incorporate the Contract Disputes Act of 1978. The Act requires that information on the rate of interest payable on any amounts determined to be due on contract claims will be periodically announced in the POSTAL BULLETIN. The interest rate effective for the period July 1, 1980 through December 31, 1980 is 10.5%.—*Procurement & Supply Dept., 8–28–80.*

Property Code Number Change

Handbook F–43, *Property Code Numbers,* was revised November 15, 1979, and provides space at the bottom of each page for temporarily recording new PCN additions, changes and deletions until the affected pages are reprinted. To keep the handbook current, make the following change in the three sections: *PCN Numeric, Budget Index Code (BIC),* and *Alphabetical Sequence.*

Change Action	*Class*	*BIC*	*Property Code No.*	*Commitment Account No.*	*Service Life*	*Description*
Change......	B	3DN	4198.02	86233	10	Palletainer Truck Man.

—*Finance Dept., 8–28–80.*

THE ORANGE AND BLUE POUCH IS TO BE USED FOR EXPRESS MAIL SERVICE ONLY.

UNEMPLOYMENT COMPENSATION

The state and regional summaries below show a comparison of the USPS's unemployment compensation liability for the first two quarters of FY 1980 and the same period last year (SPLY). This liability represents actual state billings received from the state employment security agencies through the U.S. Department of Labor. Our nationwide unemployment compensation liability for the first two quarters of FY 1980 has reached $7,827,499, with first quarter cost data for two states and second quarter cost data for three states not available at this time.

During the first two quarters of FY 1980, the USPS won 68% of the appeal determinations rendered by state employment security agenices involving the first, second, and state court levels of the state appeal process. Through this involvement, it has been estimated that the USPS has realized a cost-savings of approximately $2.4 million.

State Summary

UNEMPLOYMENT COMPENSATION COSTS

Fiscal Year 1980

States	*Quarter 1*	*SPLY*	*Quarter 2*	*SPLY*
Alabama	$34, 844	$12, 493	$29, 204	$7, 005
Alaska	65, 369	59, 614	78, 090	60, 371
Arizona	11, 723	14, 730	9, 890	15, 403
Arkansas	9, 584	15, 378	20, 684	11, 713
California	N/A	824, 542	N/A	728, 119
Colorado	27, 131	32, 054	34, 827	34, 773
Connecticut	99, 914	129, 529	75, 777	113, 245
Delaware	28, 137	14, 738	21, 477	12, 432
D.C. (Wash.)	225, 229	273, 106	172, 348	231, 840
Florida	124, 002	92, 612	75, 351	57, 910
Georgia	40, 782	54, 328	37, 020	51, 331
Hawaii	25, 954	21, 980	12, 142	9, 303
Idaho	4, 550	1, 876	5, 301	9, 421
Illinois	792, 869	796, 487	695, 590	753, 751
Indiana	28, 434	28, 956	31, 463	29, 964
Iowa	36, 251	72, 045	27, 448	44, 258
Kansas	54, 275	75, 107	65, 590	60, 701
Kentucky	57, 599	39, 769	45, 922	28, 874
Louisiana	85, 047	94, 573	118, 960	88, 811
Maine	24, 417	22, 947	29, 522	26, 366
Maryland	42, 195	33, 029	39, 781	31, 516
Massachusetts	221, 257	275, 137	152, 264	239, 577
Michigan	615, 513	279, 617	N/A	505, 415
Minnesota	76, 292	[1] 182, 255	92, 412	88, 558
Mississippi	6, 681	6, 064	2, 302	11, 245
Missouri	92, 525	147, 215	113, 812	128, 421
Montana	13, 575	18, 058	17, 647	19, 567
Nebraska	36, 414	21, 747	34, 763	36, 785
Nevada	3, 138	8, 409	7, 200	8, 459
New Hampshire	10, 266	8, 695	7, 441	12, 953
New Jersey	166, 835	943, 954	76, 355	1, 015, 813
New Mexico	9, 204	2, 915	11, 671	5, 923
New York	563, 824	1, 112, 625	470, 187	885, 407
North Carolina	24, 541	9, 786	31, 353	19, 043
North Dakota	1, 089	9, 117	9, 192	16, 969
Ohio	N/A	204, 154	195, 126	168, 097
Oklahoma	12, 553	12, 163	14, 116	3, 938
Oregon	44, 114	37, 867	60, 554	54, 607
Pennsylvania	110, 016	326, 635	111, 237	364, 468
Puerto Rico	5, 578	4, 281	1, 636	3, 692
Rhode Island	133, 018	9, 940	114, 526	23, 803
South Carolina	10, 766	15, 191	11, 958	10, 137
South Dakota	1, 727	3, 182	2, 171	2, 734
Tennessee	39, 430	41, 256	34, 818	40, 070
Texas	85, 637	101, 665	105, 809	84, 360
Utah	19, 274	12, 348	19, 672	15, 992
Vermont	25, 271	35, 837	26, 420	29, 722
Virginia	0	50, 845	41, 729	34, 829
Virgin Islands	830	2, 451	0	N/A
Washington	45, 112	96, 680	N/A	82, 752
West Virginia	15, 650	15, 552	25, 219	14, 908
Wisconsin	95, 680	62, 551	94, 505	79, 234
Wyoming	2, 051	2, 352	8, 850	5, 972
National	[2] 4, 306, 167	6, 770, 437	[3] 3, 521, 332	[4] 6, 420, 557

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[1] Includes 4th Qtr., FY 1978 (09-30-78) cost for Minnesota. The data for Qtr. 4, FY 1978 and Qtr. 1, FY 1979 were combined on the billing.

[2] Qtr. 1, FY 1980 cost for two states not available at this time.

[3] Qtr. 2, FY 1980 cost for three states not available at this time.

[4] Qtr. 2, FY 1979 cost for one state not available at this time.

Regional Summary

UNEMPLOYMENT COMPENSATION COSTS

Fiscal Year 1980

Region	*Quarter 1*	*SPLY*	*Quarter 2*	*SPLY*
Central	[1] $1, 888, 668	[2] $1, 922, 202	[3] $1, 407, 994	$1, 943, 761
Eastern	566, 121	1, 120, 364	518, 624	1, 068, 755
Northeast	1, 106, 316	2, 138, 937	847, 295	[4] 1, 971, 816
Southern	473, 867	455, 509	481, 575	385, 563
Western	[5] 271, 195	1, 133, 425	[6] 265, 844	1, 050, 662
National	[1,5] 4, 306, 167	[2] 6, 770, 437	[3,6] 3, 521, 332	[4] 6, 420, 557

[1] Qtr. 1 cost data for Ohio not available at this time.

[2] Includes 4th Qtr., FY 1978 (09-30-78) costs for Minnesota. The data for Qtr. 4, FY 1978 and Qtr. 1, FY 1979 were combined on the billing.

[3] Qtr. 2 cost data for Michigan not available at this time.

[4] Qtr. 2 (FY 79) cost data for the Virgin Islands not available at this time.

[5] Qtr. 1 cost data for California not available at this time.

[6] Qtr. 2 cost data for California and Washington not available at this time.

—Employee Relations Dept., 8-28-80.

International Postal Money Order Service

Postal Bulletin 21189 (5-10-80) announced suspension of international postal money order service to eight countries. Since those service suspensions remain in effect, the following is a reprint of the information contained in that BULLETIN:

International postal money order service to the following countries is *temporarily suspended:*

Cyprus	Nigeria
Gambia	Sierra Leone
Gibraltar	Tanzania
Malawi	Uganda

This temporary suspension of international postal money order service is a result of notification by the postal administration of Great Britain and Northern Ireland that it will no longer act as the intermediary for the exchange of international postal money orders between the United States Postal Service and the postal administrations of the countries named above.

Do not accept Form 6701, *Application for International Money Order,* when it indicates payment of funds in these countries. Advise customers who desire to transfer funds to the cited countries that postal money order service will be resumed as soon as the United States concludes agreements with these countries for the direct exchange of international postal money orders.—*Rates & Classification Dept., 8-28-80.*

Customs Tags—Turkey

Packages destined for U.S. Military Post Offices in Turkey must have two customs declarations, one Form 2966-A and one Form 2966, attached. APO's 09040, 09051, 09117, 09118, 09133, 09224, 09254, 09289, 09294, 09320, 09338, and 09380, are located in Turkey.

Exhibit 125.2 of the DOMESTIC MAIL MANUAL (DMM) will be amended to show that Footnote B[1] is applicable for APO 09338 instead of Footnote B as previously indicated. Please pencil the correction next to 09338 in Exhibit 125.2 of the DMM.—*Rates & Classification Dept., 8-28-80.*

International Insurance Service

International Mail exchange offices continue to receive postal union mail articles erroneously accepted at offices of mailing as insured mail. This error most frequently occurs on mailings of packages containing regular printed matter and printed matter—books.

Employees accepting mail are reminded that insurance is **not** available for any postal union mail article. Postal union mail consists of letters, letter packages, post cards, small packets, printed matter, and matter for the blind.

Insurance service is available only for parcel post packages mailed to countries with which insurance agreements are in force. To determine if insurance service is available to a particular country, refer to the entry for Special Services in the *Parcel Post* section of the country information entry in Appendix B, Publication 42, International Mail.—*Rates & Classification Dept., 8-28-80.*

International Surface Exchange Office

Effective September 6, 1980, the New Orleans, Louisiana Post Office will become the international surface exchange office for the dispatch of all classes of surface mail to Africa, Central, and South America. The New York Bulk and Foreign Mail Center will no longer process mail to these areas.

Labeling and routing instructions should already have been received by each office from regional logistics divisions. Any office which has not received these instructions should immediately contact their MSC or district Office, as appropriate, for guidance.

All postal facilities handling foreign surface mail for Africa, Central, and South America must ensure that after September 6, 1980, this mail is properly routed to New Orleans so that rehandling costs at New York can be held to a minimum.

Additionally, mailers making up foreign surface mail for Africa, Central, and South America should be contacted so that their mail will be properly labeled on the effective date in order to guarantee correct routing to New Orleans.—*Mail Processing Dept., 8-28-80.*

M–68 Revisions

EXPRESS MAIL CUSTOM DESIGNED SERVICE

Attempted Delivery

Although it is rare that an Express Mail Custom Designed Service shipment is undeliverable, there have been recent instances of refusal by persons at the destination address to accept delivery at the time called for in the service agreement.

If a Custom Designed Service article is undeliverable for any reason, the delivery employee should endorse the article with the reason for nondelivery, enter route number, the date and time of attempted delivery, and initial on Form 5625, *Express Mail Custom Designed Service Mailing Statement*. The carrier's endorsement should be made in the "postage" section of Form 5625. If space is not available in the postage section, the carrier should write the endorsement on any space available on the form and circle the notation.

The delivery employee will leave Form 3849–A, *Notice of Mail Arrival or Attempted Delivery,* indicating Express Mail and return the article to the delivery unit for clearance. The article will be held at the Post Office and, if deliverable at that time, redelivered by carrier on the regular delivery trip the next delivery day. If delivery is not made on the second attempt, the addressee should be contacted by telephone. The name and address of the facility shown on Form 3849–A must be the same as the delivery unit where the article is held.

Forms 5625 bearing notations of attempted delivery should be kept separate when all receipts are submitted to the Express Mail Service Manager each day. The Express Mail Service Manager at the destination office will then contact the Express Mail Service Manager at the office origin, who will in turn contact the mailer, discuss the reason for the inability to deliver, and update the service agreement if necessary.

In no instance should "attempted delivery" be allowed to become a common occurrence on any service leg.

Special Permit Accounts

Handbook M–68, Express Mail Service, 720, covering special permits for the advance deposit of postage, has been amended to include Same Day Airport Service. The revised Subchapter appears below in its entirety and is effective immediately.

720 Special Permit Accounts Custom Designed and Same Day Airport Service

721 Applicability

A special permit may be authorized in the service agreement for making mailings under an advance deposit arrangement. A special permit will be issued only if the following conditions are met:

a. For Custom Designed Service, an entire service agreement is covered. If the customer desires to use stamps or meter postage on one or more service legs, these service legs must be included in a separate service agreement.

b. The customer applies in writing to the office that will hold the account. No fee is charged for a special permit account.

722 Procedures

722.1 General

The procedures for express mail entered under a special permit are like those for any customer using stamps or meter postage, except as stated in 722.2 through 722.8.

722.2 Required Balance

Postmasters holding trust accounts will require customers mailing, or receiving mail, under these procedures to maintain a balance in the account sufficient to cover the mailings of one week.

a. For Custom Designed Service, the balance is based on the schedule of mailings specified in the service agreement.

b. For Same Day Airport Service, the customer will certify the estimated weekly revenue to be entered in the "remarks" section of the 5637 and a balance of this amount must be maintained. The required balance is to be adjusted after one month to reflect the average weekly shipments. Thereafter, the account will be reviewed quarterly and adjusted to maintain no less than the amount of the largest weekly mailing during the period.

722.3 Agreement Numbers

All special permit agreement numbers will identify the office holding the trust account and will be preceded by the letter "X" (example X606–001–001).

722.4 Calculating Postage

Custom Designed Service postage will be calculated by the customer and written in the postage section of Form 5625–A, *Express Mail Service Mailing Statement*. For Same Day Airport Service, the Customer will complete the header section of the 5625A and endorse the form with the words "Same Day Airport Service."

722.5 Delivery Receipt

For Custom Designed Service, the customer shall complete the agreement number, from, to, date, and check the permit blocks on Form 5625. The two top copies (Origin Post Office and Customer copies) are discarded and the third copy, Destination Post Office copy, is inserted in the envelope (Item P–13).

722.6 Form 5625–A Mailing Statement

.61 Custom Designed Service

.611 Custom Designed special permit mailings will be accompanied by Form 5625–A, *Mailing Statement* prepared by the customer. Form 5625–A is designed to facilitate the acceptance and accounting for multiple pouch dispatches. Weights are recorded in even pounds, rounding up to the next even pound when necessary.

.612 The accepting employee will complete Form 5625–A and give the customer copy 2, *Customer Copy,* as a receipt. The remaining three copies accompany the mailing to the AMF. Accepting employees will **not** verify that there are sufficient funds on deposit to cover mailing.

.613 The express mail clerk at the AMF will check the weight of each pouch following the procedures in Chapter 3. All three copies of the Form 5625–A are sent to the director, finance.

.62 Same Day Airport Service

.621 Same Day Airport Service special permit mailings will be accompanied by Form 5625–A and Label 11C, *Express Mail Service—Airport to Airport Service,* prepared by the customer.

.622 The accepting employee completes the Form 5625–A and

Label 11C, discards copy 2 of the Form 5625–A and gives the Customer Receipt copy of the Label 11C to the mailer. Accepting employee will **not** verify that there are sufficient funds on deposit to cover mailing.

722.7 Accounting Office Responsibility

.71 Revenue and Volume Reports. Copy 3, Accounting Office Copy, of Form 5625–A will be used for compiling revenue and volume reports as provided in Chapter 8.

.72 Revenue Collection

.721 If the office accepting the mailing and the office holding the trust account are the same, normal procedures will be following by the accountbook unit to reduce the trust account and increase AIC 133, Express Mail (Special Permit) Revenue, by the amount of the mailing.

.722 If the office accepting the mailing and the office holding the trust account are different, the office of mailing will send copy 1, Origin Post Office Copy, and copy 4, Accounting Office (Trust Account) Copy, of Form 5625–A to the director of finance at the office holding the trust account. The office holding the trust account will date and return copy 1 of Form 5625–A to the mailing office and use copy 4 of Form 5625–A to perform the accounting entries described in .721 above.

.73 Custom Designed Service Contract Assurance. If the customer fails to ship, according to the frequency of the Form 5637, the originating office will prepare a Form 5625–A with a notation that no shipment was made for the service leg(s) in question. The office which maintains the special permit account must notify the originating office whenever a Form 5625–A is not received on time. Likewise, if a shipment is made in addition to the indicated frequency, a notation to that effect will be made on Form 5625–A and forwarded to the office holding the account. Missing copies from the origin office must always be resolved by the office maintaining the account.

.74 Same Day Airport Service Revenue Verification.

.741 The accounting office at the mailing office will file the Finance Copy of Label 11C in a suspense file at the time that copies 1 and 4 of Form 5625–A are mailed to the office maintaining the advance deposit account.

.742 When copy 1 of Form 5625–A is returned to the mailing office properly dated, Label 11C will be withdrawn from the suspense file and attached to the Form 5625–A for filing.

.743 The suspense file will be reviewed frequently. Any discrepancies noted must be resolved promptly.

These instructions will be included in a future revision of Handbook M–68.—*Customer Services Dept., 8–28–80.*

All Personnel Processing Mail for Dispatch Abroad

FOREIGN ORDER NOTICE 18

Keep all foreign order notices for use as reference.

A tentative *Lottery order* has been issued against:

CANADA

Canadian Money Club
P.O. Box 370
Adelaide Station
Toronto, Ontario

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to the Postmaster of New York, NY 10001, Attention: Claims, Inquiry and Undeliverable Mail, Room 4508. Do not place any endorsement on the mail pieces themselves.

Final Orders

Tentative *Lottery orders* against the following have become final:

CANADA

Granada Of Canada
P.O. Box 307
Delta, B.C.

Loto Charity Foundation
68 Island Park Dr., Box 822
Manotick, Ontario

Moody Agencies
P.O. Box 91
and
P.O. Box 91
Port Moody, B.C.

Columbia Of Canada
P.O. Box 94209
and
P.O. Box 94209
Richmond, B.C.

Toronto, Ont.

Millions
P.O. Box 6722
Postal Station A

Overseas Club
P.O. Box 6002
Postal Station A

Vancouver, B.C.

National Services
Box 7777

Coronet Of Canada
P.O. Box 58200, Station L
and
P.O. Box 58200, Station L

Laurier House
Box 2520

IRELAND

Margaret O'Brien
7 Fr. Matthew Quay
Cork City

Miss Ann O'Toole
23 Upper Baggot Street
Dublin

Coleen Flanery
36 Willowpark Ave.
Ballymun Ave.
Dublin

Co. Dublin

Patrick Riddon
5 Montpellier Pl.
Blackrock
Joan Hallie
77 Taney Cres.
Dundrum

Elsie Lyndon
50 Castle St.
Dalkey

Mr. Sean Dunne
16 Casimir Road
Harolds Cross

Simon Neary
8 Sallymount Gardens
Ranelagh

Moya Reardon
74 Lower Dodder Rd.
Rathfarnham

Seamus Hillie
25 Birchview Hgts.
Tallaght

Co. Galway

Laura McGuire
Gardenfield Road
Tuam

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all SCFs and designated International Exchange Offices.—*Judicial Officer, 8–28–80.*

VACANT REGULAR RURAL ROUTES LISTING NO. 80-38

The vacant rural routes listed below will be posted for bid in accordance with the USPS-NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this POSTAL BULLETIN. Those rural carriers having special bidding rights as defined in the USPS-NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
CENTRAL REGION					
Illinois	Joliet	60431	02	49:13 (45J)	38.50
	Mounds	62964	01	51:29 (43K)	74.75
Indiana	Martinsville	46151	02	41:10 (41H)	42.35
	Plymouth	46563	03	54:14 (45K)	66.90
	Monroeville	46773	01	43:15 (43H)	78.05
	Elizabeth	47117	02	37:06 (37S)	61.13
	Velpen	47590	02	26:29 (26S)	56.85
	Vincennes	47591	07	40:44 (41S)	108.10
	Mount Vernon	47620	06	35:36 (36S)	41.00
Iowa	Livermore	50558	01	44:40 (45H)	99.90
	Castena	51010	01	39:21 (39S)	113.00
	Pisgah	51564	01	43:13 (43S)	117.78
	Lansing	52151	02	38:22 (38S)	81.01
	Lonetree	52755	01	41:44 (42S)	90.63
Kentucky	Louisville	40231	26	56:43 (47K)	13.95
	Hazard	41701	01	48:21 (44J)	54.50
	Russellville	42276	04	49:58 (46J)	54.10
	Trenton	42286	01	38:31 (39S)	87.40
	Bonnieville	42713	01	41:14 (41S)	84.80
	Greensburg	42743	04	53:45 (45K)	109.80
	Hardyville	42746	02	37:56 (38S)	70.70
Michigan	Belleville	48111	05	49:18 (45J)	23.90
	Caro	48723	03	38:41 (39S)	48.52
	Frederic	49733	01	33:02 (33S)	76.86
Nebraska	Omaha	68108	32	49:42 (46J)	62.80
	Nebraska City	68410	02	50:10 (46J)	74.60
Ohio	Dublin	43017	03	42:47 (43H)	16.80
	New Albany	43054	01	47:58 (40K)	30.35
	Urbana	43078	05	46:40 (43J)	72.50
	Montpelier	43543	03	38:21 (38S)	58.00
	New Concord	43762	01	37:51 (38S)	79.65
	East Liverpool	43920	01	54:24 (45K)	50.40
	Waynesburg	44688	02	38:05 (38H)	37.20
	Monroeville	44847	02	46:01 (42J)	75.95
	Mansfield	44901	01	47:00 (43J)	63.05
	do	44901	06	50:18 (46H)	54.20
	Albany	45710	04	40:27 (40S)	83.40
EASTERN REGION					
Maryland	Severn	21144	08	38:06 (38H)	7.85
	do	21144	10	41:53 (42H)	13.25
	do	21144	11	35:04 (35H)	12.30
	Westminster	21157	01	46:37 (43J)	41.90
	North East	21901	03	40:17 (40H)	35.60
New Jersey	Stockton	08559	01	46:43 (43J)	45.90
Pennsylvania	Conneaut Lake	16316	01	47:41 (44J)	23.35
Virginia	Leesburg	22075	03	38:12 (38S)	61.35
	Woodstock	22664	01	49:09 (41K)	50.30
NORTHEAST REGION					
New York	Callicoon	12723	02	23:37 (24S)	44.90
	Salem	12865	02	45:20 (45H)	87.10
Massachusetts	Holliston	01746	01	53:47 (45K)	29.85
	Orleans	02653	02	43:54 (44H)	29.40
Maine	Kennebunk	04043	01	53:57 (45K)	60.60
	Banger	04401	02	57:27 (46K)	50.65
Connecticut	Northford	06472	01	47:16 (43J)	27.60
New Jersey	Andover	07821	04	37:23 (38H)	20.90
New Hampshire	Nashua	03060	05	35:15 (35S)	29.90
	do	03060	06	42:35 (43H)	36.70
	do	03060	07	36:22 (36H)	11.60
	Manchester	03101	13	36:25 (36S)	44.05
SOUTHERN REGION					
Alabama	Grove Hill	36451	02	48:22 (40K)	106.25
	Samson	36477	08	44:56 (45H)	104.50
Florida	St. Augustine	32084	07	39:15 (39S)	57.40
	do	32084	08	39:09 (39S)	33.80
	Jacksonville	32202	01	37:18 (37S)	38.50
	do	32203	11	43:44 (44H)	28.45
	do	32203	25	42:26 (42H)	38.75
	do	32203	33	43:37 (44H)	33.35
	do	32203	34	40:40 (41H)	29.30
	do	32203	35	37:50 (38H)	25.74
	Gainesville	32601	17	37:52 (38H)	18.35
	do	32601	20	37:29 (37S)	26.35
	Ocala	32670	11	46:33 (43J)	36.00
	do	32670	20	36:59 (37H)	22.65
	do	32670	21	46:14 (42J)	37.80
	do	32670	23	40:42 (41H)	15.70
	do	32670	24	40:43 (41H)	36.90
	do	32670	25	43:32 (44H)	50.15
	do	32670	26	46:40 (43J)	56.15
	Clearwater	33515	08	44:53 (41J)	27.80
	Lutz	33549	12	38:29 (39H)	17.55
	Riverview	33569	01	42:53 (43H)	76.67
	do	33569	05	39:09 (39H)	27.37
	Ruskin	33570	05	47:48 (40k)	27.75
Georgia	Roopville	30170	01	53:40 (45K)	97.60
	Covington	30209	02	47:54 (44J)	44.55
	Toccoa	30577	05	45:44 (46H)	45.00
	Lincolnton	30817	02	52:55 (44K)	82.30
	Waynesboro	30830	04	45:38 (46H)	84.15
	Albany	31706	04	44:03 (44H)	83.40
Louisiana	Roseland	70456	01	41:22 (41S)	79.70
Mississippi	Amory	38821	02	48:33 (45J)	75.30
	Corinth	38834	02	50:17 (42K)	71.30
North Carolina	Kannapolis	28081	02	43:24 (43H)	48.00
	do	28081	06	39:07 (39H)	23.00
	Hays	28635	01	55:35 (46K)	79.00
	Old Fort	28762	01	42:42 (43H)	72.00
Oklahoma	Guymon	73942	03	43:52 (44H)	94.00
Florida	Okeechobee	33472	05	50:27 (46J)	78.25
	Crestview	32536	04	38:27 (38S)	40.65
	Orlando	32802	10	43:38 (43J)	57.80
Louisiana	Bernice	71222	02	42:52 (43H)	101.90
Mississippi	Macon	39341	02	44:38 (45H)	83.90
	Picayune	39466	03	44:07 (44H)	71.05
	Noxapater	39346	01	56:34 (47K)	117.30
Oklahoma	Cushing	74023	04	41:09 (41S)	66.65
	Ponca City	74601	03	43:19 (43H)	66.95
	Pryor	74361	01	43:00 (43S)	92.55
South Carolina	Jenkinsville	29065	01	53:40 (45K)	125.40
	Hemingway	29554	01	46:41 (43J)	70.00
	Mullins	29574	02	50:10 (46J)	64.00
	Gray Court	29645	01	37:07 (37S)	57.05
	Pendleton	29670	01	46:07 (46H)	74.90
Tennessee	Portland	37148	01	41:03 (41H)	63.00
	Seymour	37865	06	35:07 (35S)	22.30
Texas	Jasper	75951	04	48:30 (45J)	86.80
	Belton	76513	03	41:07 (41H)	51.35
	Killeen	76541	04	45:43 (46H)	28.05
	Brownwood	76801	02	39:13 (39S)	70.85
	Odessa	79760	08	39:01 (39S)	29.95
	do	79760	06	40:23 (40S)	51.30
	Cleveland	77327	04	43:28 (43H)	60.15
	Humble	77338	10	48:17 (40K)	25.00
	Crosby	77532	07	39:49 (40H)	20.00
	Georgetown	78626	02	51:10 (43K)	79.35
WESTERN REGION					
California	Earlimart	93219	01	26:36 (27S)	63.87
	Salinas	93901	05	47:45 (44J)	22.70
	Sacramento	95823	08	41:08 (41H)	40.40
	Red Bluff	96080	01	50:55 (42K)	55.75
	Yreka	96097	02	37:34 (38H)	30.05

VACANT REGULAR RURAL ROUTES TO BE POSTED—Continued

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
Colorado	Fort Lupton	80621	01	44:20 (44H)	78.45
	Burlington	80807	04	41:51 (42S)	113.65
	Vona	80861	02	15:47 (16S)	54.10
	Colorado Springs	80901	07	39:06 (39S)	30.25
	Silt	81652	01	50:33 (42K)	125.55
Montana	Fairview	59221	01	32:07 (32S)	79.50
	Bozeman	59715	06	48:09 (40K)	34.80
Oregon	Hood River	97031	06	41:25 (42H)	41.06
	Willamina	97396	01	28:01 (28S)	52.55
	Milton-Freewater	97862	01	50:23 (46J)	65.06
Washington	Concrete	98237	01	47:51 (46H)	82.34
	Sequim	98382	06	35:51 (36S)	38.70

*The "Route Classification and Evaluation" published in this POSTAL BULLETIN may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

—Labor Relations Dept., 8-28-80.

POST OFFICE CHANGES NO. 27

(Supplemental to 1980 National ZIP Code and Post Office Directory.)

Abbreviations: B=Branch. C=City Delivery. Conv.=Converted. CPO=Community Post Office. Disc.=Discontinued. Estab.=Established. F=Finance. Fac.=Facility. I=Independent Post Office. IC=Independent City. MOU=Money Order Unit. MPO=Main Post Office. MR=Mailing Restrictions (from Part 125 DMM) apply. NP=Nonpersonnel. NZCD=National ZIP Code and Post Office Directory. P=Postal facility discontinued, name retained for address purposes. Resc.=Rescinded. S=Station. x=Classified. (Contract stations and branches do not have the symbol "x" following the symbol of type of installation.)

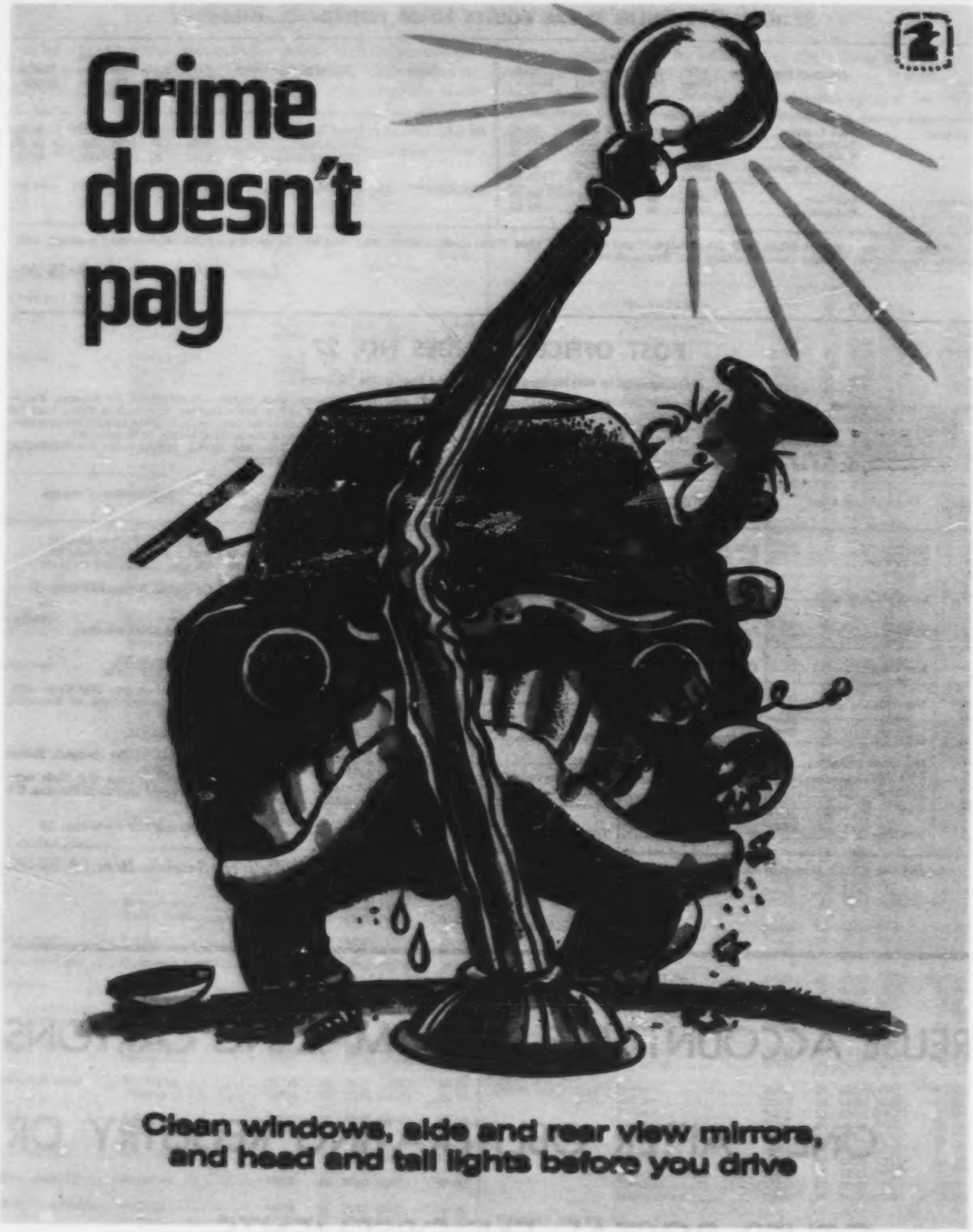
Symbols: (1)=Officially closed on date shown. Notice is for administrative record purposes. (2)=Officially established on date shown. Notice is for administrative record purposes. (3)=All services previously terminated. Date shown is official discontinued date for administrative purposes.

State	Name of post office	County/parish	Name of station, branch, or unit	Type S/B	ZIP Code	Change action	Effective date	Explanation of change
CA	Markleeville	Alpine	Hope Valley	CPO	96120	Delete	2-28-80	CPO and ZIP Code disc. (1)
CA	La Puente	Los Angeles	Valinda	B	91744	Delete	8- 8-80	B disc. Retain ZIP Code (3)
CA	Pomono	Los Angeles	Central District	SX	91760	Delete	5-31-80	SX disc. Retain ZIP Code (1)
CO	Colorado Springs	El Paso	Fountain Valley School	CPO	80911	Delete	7-30-80	CPO disc. Retain ZIP Code (1)
GA	Hillsboro	Jasper	Round Oak [1]	CPO	31080	Delete	5-31-80	CPO & ZIP Code disc.
GA			(Mail to Hillsboro)	I	31038	Add	5-31-80	
NV	Las Vegas	Clark	Huntridge	SX	89104	Delete	7-30-80	SX conv. to BX. Retain ZIP Code.
NV	do	do	do	BX	89104	Add	7-30-80	
NH	Westville	Rockingham		I	03892	Delete	9-24-80	PO disc. change ZIP Code only. Continue address of Westville, NH (3)
NH	do	do		P	03865	Add	9-24-80	
NJ	Highlands	Monmouth	Fort Hancock	BX	07732	Add	7-31-80	BX estab. (2)
UT	Montezuma Creek	San Juan	Aneth	CPO	84510	Delete	8- 4-80	CPO parent PO changed. Retain ZIP Code.
UT	Blanding	do	do	CPO	84510	Add	8- 4-80	
UT	Pintura	Washington		I	84762	Delete	10- 3-80	PO disc. Change ZIP Code only. Continue address of Pintura, UT (3)
UT	do	do		P	84720	Add	10- 3-80	
VA	Montross	Westmoreland	Templeman	CPO	22563	Delete	8-14-80	CPO and ZIP Code disc. (1)

[1] Round Oak CPO is located in Jones County.

—Delivery Services Dept., 8-28-80.

REUSE ACCOUNTABLE PAPER MAILING CARTONS ONLY AFTER OBLITERATING REGISTRY OR OTHER POSTAL ENDORSEMENTS.


Grime doesn't pay
Clean windows, side and rear view mirrors, and head and tail lights before you drive

MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices, including Inspection Service Forms 577, should be destroyed when the numbers listed appear in the Postal Bulletin. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below). Destroy PB 21259 listing. **B. Old Style.** (Gray). **C. Counterfeit.** The listing from PB 21240 remains valid for both B. and C.

165 705 7000 to 7999
206 493 4600 to 4799
206 793 5600 to 6499
210 868 4500 to 4699
211 238 0459 to 0999
211 436 5608 to 5699
213 578 4229 to 4399
215 538 0200 to 0499
216 678 6072 to 6999
217 210 7100 to 7299
217 241 5400 to 5799
217 268 2574 to 2699
217 667 3400 to 3599
217 672 4200 to 4599
217 902 4181 to 4299
218 755 4591 to 4699
220 350 0000 to 0999
221 371 4600 to 4999
221 626 2100 to 2299
221 661 5318 to 5499
222 224 8100 to 8499
222 536 2000 to 2299
224 206 6395 to 6499
224 554 9830 to 0399
225 268 1655 to 1799
225 711 9700 to 9999
225 712 0000 to 0999
225 767 2000 to 2299
227 097 4600 to 4699
227 254 9800 to 0099
227 611 4000 to 4599
229 117 4866 to 4999
229 346 9900 to 9999
229 434 3500 to 3599
229 531 9700 to 9899
229 563 1918 to 1999
229 576 1800 to 1899
230 826 8683 to 8799
231 147 0883 to 1499
231 525 7893 to 7999
232 295 7249 to 7599
232 665 0292 to 0399
233 262 7907 to 7999
233 407 5872 to 5899
233 516 6100 to 6199
233 638 1200 to 1799
234 031 6456 to 6999
234 261 4500 to 4599
234 431 3655 to 3699
234 659 4000 to 4199
234 659 8700 to 8999
234 802 1060 to 1199
234 997 1000 to 1599
235 254 2060 to 2099
236 388 4842 to 5099
236 576 9520 to 9599
236 755 8000 to 8099
236 937 5803 to 5999
236 941 5400 to 5499
237 413 7500 to 7599
237 423 4111 to 4199
237 457 5600 to 5699
237 457 5800 to 5899
237 702 6823 to 6899
237 702 6921 to 6999
238 165 7700 to 7799
238 169 7587 to 7599
238 377 4508 to 4599
238 586 3100 to 3299
239 199 0700 to 1099
239 204 9916 to 9999
239 481 4728 to 4799
239 549 7116 to 7499
239 575 2000 to 2199
239 596 4800 to 4999
239 724 1489 to 1499
239 985 7000 to 7499
240 042 3151 to 3169
240 108 6501 to 6599
240 252 6400 to 6899
240 256 2900 to 3199
240 559 4363 to 4399
240 639 3561 to 3599
240 855 7000 to 7099
240 901 5900 to 5999
241 081 9274 to 9299
241 224 7209 to 7299
241 685 5124 to 5199
241 694 1800 to 1899
241 753 7766 to 7799
241 902 2600 to 2799
242 021 2262 to 2499
242 585 4155 to 4299
242 591 4500 to 4699
242 605 0000 to 0999
242 621 8314 to 8399
242 781 0789 to 0799
242 816 1337 to 1399
243 112 4109 to 4120
243 228 7200 to 7499
243 766 6730 to 6799
243 805 0000 to 0299
243 906 7800 to 8199
244 299 2000 to 2199
244 366 8800 to 8899
244 381 3024 to 3099
244 525 0719 to 0799
244 657 7700 to 7899
244 678 2333 to 2499
244 742 7748 to 7799
244 743 7100 to 7399
244 895 5575 to 5599
245 103 9300 to 9399
245 103 9400 to 9499
245 118 6754 to 6768
245 279 1420 to 1448
245 279 1510 to 1599
245 591 1626 to 1799
245 695 0346 to 0399
245 973 2677 to 2699
246 076 7300 to 7399
246 155 4048 to 4099
246 155 5000 to 5499
246 402 6511 to 6599
246 608 6300 to 6399
246 609 9545 to 9799
246 816 2600 to 2699
246 973 1372 to 1399
247 012 0500 to 0599
247 066 9300 to 9399
247 086 4200 to 4299
247 113 5635 to 5699
247 490 1960 to 1999
247 490 2086 to 2099
247 497 4000 to 4099
247 544 0200 to 0214
247 575 4400 to 4499
247 929 6417 to 6799
247 983 1511 to 1899
248 120 4322 to 4399
248 244 7246 to 7299
248 317 7624 to 7699
248 397 2163 to 2199
248 423 4864 to 4899
248 440 7916 to 7971
248 718 7317 to 7399
249 680 4872 to 4899
249 945 6900 to 6999
249 996 6000 to 6099
249 996 6300 to 6499
250 452 4971 to 4999
250 483 0600 to 0699
250 547 7046 to 7099
250 565 7029 to 7040
250 833 7200 to 7399
250 919 5218 to 5299
250 951 4340 to 4363
250 991 9778 to 9799
251 518 6281 to 6399
251 964 6056 to 6199
251 997 2913 to 2999
252 171 2041 to 2056
252 206 2101 to 2199
252 206 9532 to 9599
252 235 4400 to 4499
252 235 4581 to 4899
252 238 2299 to 2399
252 432 6988 to 6999
252 891 1159 to 1199
253 175 2670 to 2699
253 192 7311 to 7399
253 293 5931 to 5940
253 446 4033 to 4099
253 547 6013 to 6049
253 547 6054 to 6099
253 747 6924 to 6999
254 107 8590 to 8599
254 107 8913 to 8999
254 254 4490 to 4499
254 259 8867 to 8899
254 259 8951 to 9099
254 740 8408 to 8445
255 125 5568 to 5599
255 125 8500 to 8599
255 150 5300 to 5399
255 176 5373 to 5399
255 276 0949 to 0999
255 281 2647 to 2699
255 440 4800 to 4899
255 440 4900 to 4999
255 754 3621 to 3699
255 857 4749 to 4799
256 140 5400 to 5499
256 193 5100 to 5159
256 695 0525 to 0599
258 480 2600 to 2899
258 618 0254 to 0299
258 643 2765 to 2774
258 950 5217 to 5299
258 950 5433 to 5499
259 084 1386 to 1399
259 227 0000 to 1499
259 340 0828 to 0999
259 628 0936 to 0999
259 745 1300 to 1499
259 783 7821 to 7899
259 825 5819 to 5899
259 950 3053 to 3099
259 950 3300 to 3499
260 012 7441 to 7499
260 039 2699 to 2999
260 144 7415 to 7499
260 198 2856 to 2898
260 324 9000 to 9099
260 479 3500 to 3599
261 002 6451 to 6499
261 052 5271 to 5299
261 175 6200 to 6299
261 175 6500 to 6599
261 459 5800 to 5899
261 459 6722 to 6799
261 533 2067 to 2299
261 954 6334 to 6399
800 502 3000 to 3999
800 941 7900 to 7999
801 278 3600 to 3999
801 579 6056 to 6098
801 629 1900 to 1999
802 029 5199 to 8999
802 265 0575 to 1999
802 774 0000 to 4999

UNITED STATES POSTAL SERVICE
WASHINGTON, D.C. 20260
OFFICIAL BUSINESS

PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE, $300

FIRST CLASS

Schedule. The Postal Bulletin is published every Thursday by the Directives and Forms Division of the U.S. Postal Service, Washington, DC 20260.

Distribution. The Bulletin is received by all postal facilities.

Effective Period. Postal Bulletin articles are effective for six months unless otherwise specified.

Index. A quarterly index of Bulletin articles appears early in the months of January, April, July, and October.

Orders.
Public sale:
Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402
Single copy: $1.25; $1.60 foreign
Subscription: $50.00, $62.50 for foreign mailing
Postal facilities:
For one time orders, send Form 7380 to the Eastern Area Supply Center.
To change quantity received, send Form 1286 to the Directives and Forms Division, giving justification.

21261

postal bulletin

PB 21261—September 4, 1980—16 Pages

ARK PUBLIC LIBRARY
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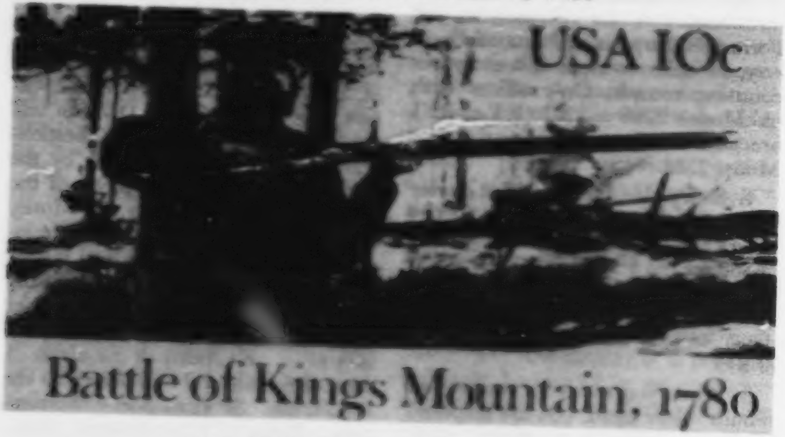
U. S. GOVT. PUBS.
DEPOSITORY

10-Cent Kings Mountain Commemorative Postal Card

Do Not Sell Before October 8, 1980



Copyright U.S. Postal Service 1980

Colors: Red, yellow, cyan and black (processed colors).
Size: 3½ x 5½ inches.
Designer: David Blossom.

Description. The 10-cent Battle of Kings Mountain commemorative postal card will be first placed on sale at Kings Mountain, NC 28086 on October 7, 1980. This card is the fifth in the series honoring heroes and major events of the American Revolution.

Collectors. Request first day cancellations from: Kings Mountain Card, Postmaster, Kings Mountain, NC 28086. To eliminate the requirement for Postal Service personnel to apply return addresses, customers are requested to send self-addressed envelopes of an appropriate size or return address labels with their orders. Requests must be postmarked no later than October 7, 1980. Remittance is required for the face value of each card.

The Kings Mountain postal card will be available at the Philatelic Sales Division, Washington, DC 20265, beginning October 8, 1980.

Supply. There will be an automatic distribution made only to post offices with philatelic centers. All post offices should order sufficient quantities of this postal card to meet anticipated local philatelic demand. Post offices requiring this card in quantities of 500, 1,000, 2,000, and 5,000, and multiples of 5,000 should immediately submit Form 3216, *Requisition for Postal Cards—Bulk Quantities* (using *item No. 203*), to Postal Card Unit, Room 205A, Government Printing Office, Washington, DC 20401. Requisitions for quantities of less than 500 may only be submitted to your stamp distribution office.—*Customer Services Dept., 9-4-80.*

Consumer Service Card Poster

All management sectional centers will soon be receiving a supply of new Poster 31-A. These wall posters are designed to increase customer awareness and use of the new yellow four-part card (Form 4314-C). These posters also support our participation in National Consumer Education Week which begins on October 5.

The posters should be distributed to retail units for lobby display through October 12. A limited quantity of posters will be available for ordering through normal supply channels.

The new Poster 31-A should be prominently displayed in all post office lobbies as soon as possible after receipt.—*Customer Services Dept., 9-4-80.*

DMM Revision

Domestic Money Orders—Forgery

A customer or postal unit that now believes a money order has been improperly cashed and wishes reimbursement must notify the Money Order Division, Postal Data Center, P.O. Box 14965, St. Louis, MO 63182.

Upon receipt of notification regarding an improperly cashed money order, the Money Order Division will send the customer a Claim/Questionnaire form which will require both the purchaser and payee to provide information on their knowledge of the money order. The customer will be reimbursed immediately after the Money Order Division receives the photocopy of the improperly cashed money order, the completed Claim/Questionnaire form and determines that the claim is valid. Customers may obtain photocopies of cashed money orders by completing a Form 6401, *Domestic Money Order Inquiry,* and paying the 30¢ fee.

Form 6337, *Affidavit Relative to Alleged Wrong Payment of a Money Order,* is obsolete and the involvement of the Inspector-in-Charge is

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Pl. 3:

All installations with postage meters

Postage Meter Repair

This notice revises the cost schedule for repair/rebuilding of Pitney Bowes (PB) postage meters. The new cost schedule will be implemented effective September 13, 1980. In addition, this notice removes the previous distinction between service charges to diagnose whether the postage meter head or base is malfunctioning and charges for repair of the base. This distinction caused confusion and has been changed so that the same rate is charged for a service call or base repair.

1. When a postage meter malfunctions, try to determine whether the head or base is causing the problem. Request maintenance personnel assistance to isolate the malfunction. If the problem is in the meter machine base, then request repair from your maintenance office, or Pitney Bowes. When the problem is in the meter head, remove it from service and follow the procedure described in paragraph 2.

If it is necessary to contact a Pitney Bowes branch office for assistance in determining whether the problem is in the head or in the base, Pitney Bowes will charge for a service call at the current rate of $38 per hour. There is a minimum one hour charge for a service call. This same rate applies if it is necessary to contact Pitney Bowes for postage meter base repair.

2. Package defective meter heads in a reusable shipping container and send by registered mail to:

Pitney Bowes, Inc.
Return Goods Section
55 Garden Street
Stamford, CT 06904

Enclose a pre-addressed penalty registered mail label for return, a short note requesting the work, and the name and phone number of an individual who can be contacted by Pitney Bowes, if required.

3. Repair or rebuilding cost varies, depending on the meter head model. The cost to repair or rebuild the Model 5315 or 5316 meter head has been increased to $180. Repair or rebuilding of Model 2286 or 2287 (RT or RF) meter has increased to $384.

Upon determination by Pitney Bowes that a Model 2286 or 2287 meter head is beyond repair, a new Model 2288 meter head may be purchased for $669, including installation cost. If a new meter head is purchased, instruct Pitney Bowes to destroy the old meter and furnish written certification of destruction as documentation for preparation of Form 969, *Disposal of Personal Property,* in order to clear inventory accounting records. Only offices with old Models 2286 or 2287 (RT or RF) are authorized to purchase the new Model 2288.

4. Short term replacement meter heads can be obtained from Pitney Bowes at the current rental rate of $50 for the first 30 days, or fraction thereof. Meter head rentals that extend beyond 30 days (or over 60 days) will be billed the 60-day rate of $75.

5. When you receive a repaired or rebuilt meter head, you are responsible for returning it to service. However, if you buy a new model 2288, Pitney Bowes will install it at no additional cost (see paragraph 3).

6. Payment for service calls, base repair, meter head repair or rebuilding, and rental is made only after the repaired or rebuilt meter head or base is installed. Payments will be made directly to the local Pitney Bowes branch office.

Treat payments as local disbursements when repairs and services are within authorized local disbursement fund limitations. Submit Form 7381, *Requisition for Services, Supplies or Equipment,* to the Procurement Services Office for approval when repairs are expected to exceed authorized local disbursement limitations.

The Procurement Services Office will prepare Form 7334, *Order-Invoice Voucher,* to authorize the repairs and services. The address of the local Pitney Bowes branch office must be shown in the Contractor/Vendor block of Form 7334.

For purchase of a new Model 2288 meter head, prepare Form 7381, *Requisition for Services, Supplies or Equipment,* and submit through channels (MSC Manager to District Manager to Region). Meter heads are assigned separate Property Code Numbers and capital funds must be cited to purchase this item. Approved requisitions will be returned to the Procurement Services Office for ordering the replacement meter head.

Continued from p. 1

no longer required prior to reimbursement.

Effective immediately, section 941.62, DOMESTIC MAIL MANUAL, is revised to read as follows:

.62 Through Alleged Forgery

When improper payment is alleged, the customer or postal unit must notify the Money Order Division, Postal Data Center, P.O. Box 14965, St. Louis, MO 63182. Upon notification, the Money Order Division will send the customer a Claim/Questionnaire form to be completed by the purchaser and intended payee of the money order. As soon as the Money Order Division receives the photocopy of the improperly cashed money order and the completed Claim/Questionnaire form, the customer will be reimbursed if there is no question as to the validity of the claim. A copy of the file will be referred to the Inspection Service for investigation.—*Rates & Classification Dept., 9-4-80.*

Domestic Order

False Representation. Enforced by postmasters at cities listed.

State/City	*Names Covered*
FL, Ft. Lauderdale 33310	Standard Research Labs Post Office Box 9667
FL, Pompano Beach 33064	Standard Research Labs Post Office Box 5009

—*Judicial Officer, 9-4-80.*

Correction

Selective Service Registration

POSTAL BULLETIN 21259 (8-21-80), page 4, contains an error in the Chicago address for mailing registration reports (SSS Form 6). The correct address is:

Selective Service System
P.O. Box 818
North Chicago, IL 60064

—*Delivery Services Dept., 9-4-80.*

Regional Instruction File Number 116, 5-1-78, is waived where it has been determined that the old Model 2286 or 2287 (RT or RF) must be replaced with a new head.—*Delivery Services Dept., 9-4-80.*

POLITICAL ACTIVITY RESTRICTIONS

This announcement is intended to instruct and guide Postal Service employees as to the applicability to them of the provisions of the Federal law, commonly known as the Hatch Act, which prohibits Federal employees from taking an active part in political campaigns. All postal employees should know the limitations that this Act places on their political activities, and therefore all heads of installations should make this information available to their employees by posting this notice in a prominent place.

The Office of Special Counsel, Merit Systems Protection Board, has the responsibility for investigating reported violations of the Act by employees of the Postal Service, as it does for most other Federal employees. Employees found to have violated the Act may be dismissed from Federal employment.

General Provisions

What does Federal law concerning political activity provide? Generally, postal employees must not actively participate in partisan political campaigns and elections. They are also prohibited from taking an active part in partisan political management.

Specifically, an employee may not run as a candidate or actively work in a campaign if any of the candidates for the office is to be nominated or elected as a candidate of a national or State political party such as the Republican or Democratic Party. Being a campaign worker in such an election or holding an official position in a national or State political party is prohibited. Other kinds of political activity will be discussed below.

Permissible Activity

What political activity is not prohibited by the statute? All qualified citizens have the right to register and vote, and employees are encouraged to exercise this right of citizenship. The law also reserves to them the right to express their opinions on political questions and political candidates.

Are employees allowed to take a direct part in any election campaigns? They may take an active part in *nonpartisan* elections—even as candidates. (Section 653.2 of the EMPLOYEE AND LABOR RELATIONS MANUAL contains a more complete discussion of the circumstances under which a postal employee may seek State or local office.)

To what extent are employees permitted to express their opinions on political subjects and candidates? Employees do not violate the law by expressing their views publicly or privately about a candidate or about a political issue. However, they may not engage in active campaigning for a partisan candidate. The display of a political badge, button, or sticker is not generally prohibited political activity. Section 653.12 of the EMPLOYEE AND LABOR RELATIONS MANUAL (ELM), however, prohibits the display of a political picture or sticker on property owned or leased by the Postal Service or on private vehicles while they are being used for official postal purposes. Also, the display of a political badge or button while an employee is in uniform or on duty when the duty requires the employee to be in view of the public is prohibited.

Are employees entitled to make a financial contribution? Employees do not violate the law by making political contributions to political organizations. However, they are prohibited from either soliciting or collecting political contributions.

May employees attend political rallies and join political clubs? Employees may attend political rallies and join political clubs, but they cannot take an active part in the conduct of the rally or the management of a partisan political club.

May employees write a letter to the editor of a local newspaper, expressing their opinion on a partisan issue? Yes, but they must not engage in a concerted solicitation of votes for or against any partisan candidate or political party.

May employees be politically active in connection with an issue? Employees may be politically active in connection with an issue not specifically identified with a political party, such as a constitutional amendment, referendum, approval of a municipal ordinance or similar issue.

May employees be members of a political party? Yes. Employees may be a member of a political party or other political organization and attend meetings and vote on issues, but may not take an active role in managing the organization.

May employees sign petitions? Yes. Employees may sign petitions, including nominating petitions, but may not initiate them or canvass for signatures, if they are nominating petitions for candidates in partisan elections.

May employees petition Congress or a Member of Congress? Employees may petition Congress or any Member of Congress such as by writing to their Representative or Senator to express how they think they should vote on a particular issue.

May an employee's spouse who is not covered by the law engage in political activity? Yes. The law does not restrict the activities of an employee's spouse or of other members of his or her family in any way.

Prohibited Activity

May employees work as part-time volunteers for partisan candidates if their activities do not involve contact with the public? No. The law prohibits direct action to assist a partisan candidate or political party in a campaign. Thus, they are not permitted to do clerical work at campaign headquarters, write campaign speeches, or canvass voters for the purpose of promoting support for the candidate or political party.

The prohibition covers voluntary campaign work for any partisan candidate, such as "stuffing envelopes" with campaign or political literature.

What are some of the other activities that are prohibited? Soliciting or collecting political contributions, distributing campaign material, selling dinner tickets, or otherwise promoting such activities as political dinners are prohibited.

Registration And Elections

Are employees allowed to assist actively in voter registration drives? Yes. However, they must not attempt to influence voters to register for a particular party.

Employees are sometimes asked to serve as registrars on registration day or as election clerks or officers on election day. Are they permitted to do this? Yes. Employees may accept appointments to serve as election clerks, officers, or in similar positions as prescribed by State or local law. However, they may not work at the polls on behalf of a partisan candidate or political party by acting as a checker, challenger, watcher or in a similar partisan position.

Are employees entitled to time off from work for voting or to register to vote? Under very limited and unusual circumstances employees may be granted time off in which to vote or register to vote. Section 519.243 of the Employee and Labor Relations Manual should be consulted to determine the specific circumstances under which an employee may be granted time off to vote or register.

Additional Considerations For Federal Employees

Are any employees in an executive Federal agency exempt from the restrictions of the Federal law? Yes, the law provides that the heads and assistant heads of departments, members of the White House staff, and officials who determine national policy and who are appointed by the President subject to Senate confirmation are exempt from the prohibition against engaging in political management and political campaigns.

Does the law apply to either part-time employees or to temporary employees? Yes, it applies to both.

Are employees holding excepted positions (outside the competitive civil service) subject to the law? Yes. Excepted employees are subject to the law also.

Are there any instances when a Federal employee may be a candidate or take an active part in a partisan election? Yes. A special rule applies to local elections in certain communities of Maryland and Virginia near Washington, DC, and in a few designated municipalities in other parts of the country. In the communities designated by the Office of Special Counsel, Federal employee residents may take an active part in the campaigns and may become candidates for local offices provided they run as independent candidates or the political activity is on a nonpartisan basis—that is, independent of a national or State political party.

What is the penalty for a violation of the civil provisions of the Federal political activity law by a Federal employee? The most severe penalty for violation is removal. The minimum penalty is suspension without pay for 30 days.

Where is the law found that restricts political activity of Federal and District of Columbia Government employees? Sections 7323-7327 of title 5, United States Code.

What should an employee do if he does not know whether a certain activity violates the law? Ignorance of the law does not excuse an employee from penalties for violation. Questions should be presented to an employee's local supervisor or installation head, the Associate Ethical Conduct Officer for the employee's region or in writing to the Office of Special Counsel, 1717 H Street NW., Washington, D.C. 20419—*Law Dept., 9-4-80.*

Qualified Political Committee Mailings

Postal Bulletin 21255 (7-24-80) gave instructions to all Post Offices accepting mail from qualified political committees which have been authorized to mail at the special third-class rates of postage. Effective immediately, all offices accepting "qualified political committee" mailings, whether previously approved or being accepted under the pending status while the application is being reviewed, must telephone the Office of Mail Classification, United States Postal Service, Washington, D.C., before accepting mailings at the special third-class rates. When the calls are received, the post office will be told whether the mailing can be accepted at the special third-class rates and a number will be assigned which must be placed in the upper left corner of the mailing statement before it is sent to the Office of Mail Classification.

The telephone calls must provide the following information:

1. Name of the post office where accepted;
2. Date of mailing;
3. Name of political committee;
4. Rate paid on mailing;
5. Number of pieces; and
6. Postage paid.

This information must be called to FTS 245-4512. If FTS service is not available, you may place a collect call to (202) 245-4512. If the call is placed after the Office of Mail Classification is closed for the day or weekend, call FTS 245-4000 or commercial (202) 245-4000. Your calls will be transferred to an official who will assist you.

This requirement is in addition to submitting the mailing statements by Express Mail to the Office of Mail Classification on a daily basis.

You will be notified when the subsidy of $4 million has been used by the "qualified political committees." At that time, the regular bulk third-class rates must be paid by the "qualified political committees."—*Rates & Classification Dept., 9-4-80.*

Accountbooks, Daily Financial Statements, and Statements of Account for PFY 1981

Post Offices using the Accountbook should receive their forms by September 15, 1980. Post Offices using Daily Financial Statements should receive their forms by September 30, 1980. Post offices not receiving their forms by the dates indicated should immediately contact the region through channels.

A calendar for PFY 1981 is included on page 5 of this Bulletin. Cut the calendar out and paste in the space on the inside of the front cover of the Accountbook.

Postmasters must review all changes in this year's forms to insure accurate recording and reporting of required accounting entries. Major changes are as follows:

A. Account Identifier Codes Requiring Support Documents

Support documents must be submitted to the postal data center whenever entries are made to selected AICs. Supporting document identification has been added to the following AICs:

AIC 131—Bound Printed Matter (Submit Form 3605)
AIC 136—Controlled Circulation Postage (Submit Form 3541A)
AIC 814—Suspense (Submit Form 1556 quarterly in duplicate)

B. Account Identifier Codes Added

The following AICs have been added:

AIC 117—First Class Presort Mailing Fee
AIC 604—Vehicle Repair and Maintenance
AIC 742—Travel for Training—Inside USPS—Postmaster

If there are any questions concerning reporting requirements for your office, contact the regional office through channels.—*Finance Dept., 9-4-80.*

1981 POSTAL FISCAL YEAR CALENDAR

This calendar should be removed from this Postal Bulletin and affixed to the space provided on the inside of the front cover of the Accountbook.

1981 POSTAL FISCAL YEAR CALENDAR

Postal Quarter	Accounting Period	From	Through	Accounting Period	Postal Quarter
I	1	October 4, 1980	October 31, 1980	1	I
	2	November 1, 1980	November 28, 1980	2	
	3	November 29, 1980	December 26, 1980	3	
II	4	December 27, 1980	January 23, 1981	4	II
	5	January 24, 1981	February 20, 1981	5	
	6	February 21, 1981	March 20, 1981	6	
III	7	March 21, 1981	April 17, 1981	7	III
	8	April 18, 1981	May 15, 1381	8	
	9	May 16, 1981	June 12,1981	9	
IV	10	June 13, 1981	July 10, 1981	10	IV
	11	July 11, 1981	August 7, 1981	11	
	12	August 8, 1981	September 4, 1981	12	
	13	September 5, 1981	October 2, 1981	13	

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GRIEVANCE SUMMARY FORMS

Forms 2608, 2609 and 2610, *Grievance Summary,* must be used when received by local offices. An automatic distribution is being made by the printer. Additional copies may be ordered from area supply centers, following the requisitioning schedule in *Postal Bulletin* 21257 (8-7-80). These instructions will be included in a future revision of Handbook P-32, *Supervisor's Guide to Handling Grievances.*

V. GRIEVANCE SUMMARY FORMS

A. Purpose

Forms 2608, 2609 and 2610, *Grievance Summary-Step 1, 2 and 3,* provide officials at each step of the grievance procedure with a concise and accurate report of the grievance. These forms will be used to track grievance activity nationwide.

B. Grievance Summary—Step 1

Form 2608 focuses attention on the critical aspects of the grievance in a quick step-by-step method. The form assists management officials in organizing their thoughts and documenting the grievance.

Read the instructions on the form carefully. You must type or print legibly. All items must be completed as indicated:

1. Self-explanatory.

2. Name of facility at which grievance is filed (e.g., Anytown Post Office, Anytown Station, Anytown Branch).

3. Craft (e.g., maintenance, clerk, letter carrier, mail handler).

4. Grievant's title (e.g., distribution clerk, carrier technician).

5. Self-explanatory.

6. See the provisions of the appropriate contract for time limits. If the grievance is denied for untimeliness, explain in Item 12.

7. Date when management answers the Step 1 grievance.

8. Union representative, if any, present at Step 1 meeting.

9. The statement of the issue presented in the grievance should be descriptive, but concise (e.g., whether or not management properly charged the grievant AWOL for arriving two hours late).

10. What remedy does the employee or Union state is necessary to resolve the grievance at Step 1? (For example, grant grievant two hours of annual leave and destroy all records of the AWOL charge.) Do not use phrases such as *Make the grievant whole.*

11. Self-explanatory.

12. This is one of the more important items and must be completed giving a clear, concise explanation as to how and why the decision referenced in Item 11 was determined. (For example, this was sixth tardiness for the grievant in this month and no evidence was presented which justified the tardiness; therefore, the AWOL charge was appropriate.)

Note: You must complete Items 13-20 if grievance is denied.

13a-e. Detailed information as to the level, step, tour, section and pay location of the grievant at the time the grievance was filed.

14. Grievant's date of seniority which is applicable to this grievance.

15. Is grievant a full-time regular (FTR), part-time regular (PTR), part-time flexible (PTF) or rural carrier? If the grievant is a rural carrier, include the employee's designation code.

16. Self-explanatory.

17. Include tour and grievant's schedule.

18. Detailed statement of the background of the grievance. All local memoranda of understanding, documents or other related information must be attached to this form.

19. A concise, descriptive statement of management's position. Cite all contractual provisions (article number and section only—do not recopy the contract) or postal regulations, bulletins, or directives (include specific date, section, part, etc.; e.g., ELM 431.2) relied on by management at Step 1.

20. A concise, descriptive statement of the Union's position. If necessary, for clarification, request from the Union representative the position of the Union. As in Item 19 above, cite all contractual provisions, regulations, bulletins or directives relied on by the Union at Step 1.

21a. Name and title of management official completing this form.

21b-21c. Self-explanatory.

C. Grievance Summary—Step 2

Form 2609 is used to efficiently consolidate all information provided by either management or the Union at Step 2. It is imperative that a legible copy of *all* forms and documents cited by either the Union or management be attached to the summary. Do not assume that management, at a higher Step of the grievance procedure, will have access to any of your information. You must type or print legibly when completing the items on this form. You are required to complete all items:

1-4. Self-explanatory.

5. Name of facility at which grievance is filed (e.g., Anytown Annex, Anytown Station, Anytown Branch).

6-7. Self-explanatory.

8. Union official at the Step 2 grievance meeting.

9. Craft of the grievant (e.g., maintenance, clerk, letter carrier, mail handler, rural carrier).

10. See the provisions of the appropriate contract for time limits. If the grievance is denied for untimeliness, explain in Item 14.

11. The statement of the issue presented in the grievance should be descriptive, but concise.

12. What remedy does the employee or Union state is necessary to resolve the grievance at Step 2? Do not use phrases such as *Make the grievant whole.*

13. Self-explanatory.

14. This is one of the more important items and *must* be completed in detail, giving a clear, concise explanation as to how and why the decision referenced in Item 13 was determined.

15. A detailed statement of the background of the grievance, citing all related contractual provisions (article number and section only—do not recopy the contract) or postal regulations having a bearing on the grievance. All local memoranda of understanding, documents or other related information must be attached to this form. Outline what information was provided by witnesses at the Step 2 meeting. Although they are not required, you may attach verbatim statements of witnesses even though an outline of the content of such statements has been made.

16. A concise, descriptive statement of management's position. Cite contractual provisions, regulations, bulletins or directives relied on by management at Step 2.

17. A concise, descriptive statement of the Union's position. If necessary, for clarification, request from the Union representative the position of the Union. Cite contractual provisions, regulations, bulletins or directives relied on by the Union at Step 2.

18. Briefly list settlement offers.

19. Include a copy of all documents, forms or directives cited above and a knowledge by a check on this list that such copy is included. Do not assume the next Step of the grievance procedure will have access to the information.

20a. Names and titles of management officials completing this form.

20b–20c. Self-explanatory.

D. Grievance Summary—Step 3

Form 2610 clarifies whether the grievance is an interpretive issue—specifically, the issue to be appealed or arbitrated and if settlement may be possible at a higher level. You must type or print legibly. All items must be completed as indicated:

1–4. Self-explanatory.

5. Name of facility at which grievance is filed.

6–7. Self-explanatory.

8. The statement of the issue presented in the grievance should be descriptive, but concise.

9. What does the Union state as necessary to resolve the grievance at Step 3?

10. Self-explanatory.

11. A concise descriptive statement of management's position and decision on the grievance. Cite contractual provisions, regulations, bulletins or directives relied on by management at Step 3.

12. A concise descriptive statement of the Union's position at Step 3. Cite contractual provisions, regulations, bulletins or directives relied on by the Union at Step 3.

13. Information or contentions not set forth at either Step 1 or Step 2, but entered at Step 3. Cite any contentions withdrawn by the Union.

14a. Provide a detailed statement as to why this grievance is or is not considered interpretive in nature by management. If interpretive, what exactly is the interpretive issue?

14b. Provide a detailed statement as to why this grievance is or is not considered interpretive in nature by the Union. If the Union states the grievance is interpretive, what exactly is the Union's interpretive issue?

15–16. Self-explanatory.

Note: If the basic statistical data at the top of the form is available on a label print-out, simply paste the label over the requested data.

VI. CONCLUSION

The purpose of these guidelines is to emphasize your role in the handling of discipline and contract grievances. Effective grievance handling and disciplinary actions involve many of the factors which have been indicated. Consideration of these factors combined with the exercise of intelligence and common sense will assist you in achieving organizational objectives, as well as providing an atmosphere between employer and employee which assures the mutual respect of each other's rights and responsibilities.—*Labor Relations Dept., 9-4-80.*

UNIFORMED PROGRAM—LICENSED VENDOR LISTING

Each of the following uniform vendors has received a vendor's license since distribution of Publication 136, *Licensed Vendor Listing*. These lists must be posted where they are readily available for employee's perusal.

Azar's Uniforms Inc.	23 E. Hannon Street	Montgomery	AL 36104
Bates Shoe Company		Webster	MA 01570
Biltrite Shoe Shoppe	128 W. Main Street	Somerville	NJ 08876
Birkenstock Footprints	94 Rancho Del Mar	Aptos	CA 95003
J & L Bootery	49 W. Broad Street	Newton Falls	OH 44444
Classic Shoes	Airport Plaza—1800 Post Road	Warwick	RI 02887
Custumer Leather & Shoes	332 W. Kelly, Box 203	Augusta	KS 67010
Dunn-Rite Shoe Service	212 Chestnut Street	Chaska	MN 55318
S L Ellsworth—Mason Shoes	3450 Lindbergh Street	San Diego	CA 92154
Enterprise Clothing Co., Inc.	315 Ellicott Street	Batavia	NY 14020
Phil Fennelly—Knapp Shoes	815 Merchants Drive	Knoxville	TN 37912
Front Runners Sports	813 Grant Avenue	Novato	CA 94947
Halligan's	2127 North Summit	Arkansas City	KS 67005
His & Her Uniforms	502 West Fireweed Lane	Anchorage	AK 99503
The Instep	243 S. Ellsworth	San Mateo	CA 94402
Iona's Footwear	1315 Noriega Street	San Francisco	CA 94122
K & K Men's Wear	215 Main Street	Wolf Point	MT 59201
Lincoln Park Shoes	805 Lincoln Highway West	New Haven	IN 46774
Morande Uniform & Men's Shop Inc.	2870 Main Street	Glastonbury	CT 06033
James Mothershed, D.P.M.	3057 Trenwest Drive	Winston-Salem	NC 27103
New Image—East	141 Main Avenue	Brookings	SD 57006
Pilman's Shoe Repair	6677 Letsdale Drive, Suite 600	Denver	CO 80224
Quality Cleaners	108 East Ford	Osceola	AR 72370
Red Wing Shoe Store	3563 A, Palmer Highway	Texas City	TX 77590
Suburban Uniform Shoppe	3809 Seneca Street	West Senace	NY 14224
Wis-Ill Industrial Uniform Sales	5113 Valley View Drive, Suite #2	Janesville	WI 53545

—*Labor Relations Dept., 9-4-80.*

CLOSING INSTRUCTIONS FOR POSTAL FISCAL YEAR 1980

CAG A–G Offices

A statement of account, original and one copy, will be required from all *CAG A–G offices* for the period ending September 30, 1980. (See Section I.)

A statement of account, original and one copy, will also be required for the period ending October 3, 1980. (See Section II.)

CAG H–L Offices

The normal Quarter IV statement of account will be required from all CAG H–L offices for the period ending October 3, 1980. (See Section III.)

Accountbook

The Accountbook for Postal Fiscal Year 1980 will be continued through the close of business October 3, 1980, for all offices.

The instructions and reporting dates in this BULLETIN are in addition to instructions followed during the normal accounting period and/or quarterly reporting schedule. If you have any questions concerning these instructions, contact the individual designated by your regional office (i.e., management sectional center manager, district manager, etc.) for clarification or technical assistance.

I. Statement of Account for September 6–30, 1980

Postmasters of CAG A–G offices will submit a statement of account as of September 30, which includes financial transactions from September 6 through September 30. Identify these special statements as A/P 13, even though A/P 13 does not actually end until October 3. Submit on current Forms 1555, *Statement of Account* (March 1979 edition). **Do not use forms with 1980 edition date.**

The statement of account for the period ending September 30 must be submitted as soon as possible and must reach the postal data center no later than **Friday, October 3.** The normal accounting period supporting detail will accompany the statement, as well as the itemized list of unpaid bills titled *Unpaid Expenses for the Period Ending September 30, and Prior* (see I-E). Form 1556, *AIC 814 Suspense Items Support Information,* must be submitted in duplicate to support the statement of account.

A. LESS THAN BULK STAMP REQUISITIONS

Make every effort to eliminate in-transit stamp shipments between the management sectional centers (MSC) and associate offices. Post offices should carefully estimate their requirements and requisition in sufficient time to permit shipments by the MSC no later than Wednesday, September 17. Check in stamp stock promptly upon receipt and enter in the Accountbook. In case of emergency shipment, the MSC must assure that the associate office makes the proper entries in its Accountbook. Forms 17 and 17–F for the period September 6–30, 1980, must be submitted to support the statement of account.

B. BANK RECONCILIATIONS

Reconcile bank balances as of September 30 promptly to balances reflected on statements of account.

C. STAMP STOCK INVENTORIES

Make the verification of stamp stock records as of September 30. (See 535.8, Handbook F–1, *Financial Handbook for Post Offices.*)

D. LOCAL PROCUREMENT OF SUPPLIES

Anticipate accounting period needs and procure early in the accounting period. Pay promptly all approved bills for goods and services proper for payment by the post office.

E. UNPAID EXPENSES FOR THE PERIOD ENDING SEPTEMBER 30, AND PRIOR

All unpaid expenses must be identified and established in appropriate trust funds in order to charge them to current fiscal year; otherwise, they will eventually be charged to PFY 1981.

If any bills normally paid at the post office for supplies and services procured before September 30, are unpaid, record on the *Disbursements* side in the post office entry column for the appropriate expense AIC. Make an offsetting entry on the *Receipts* side in the post office entry column as *Trust Funds Received.* When these charges are paid, in either the balance of PFY 1980 or in PFY 1981, make an entry for the trust fund withdrawal.

Submit an itemized list with other statement of account supporting documents to the PDC, listing the unpaid items for September 30 and prior entered under *Trust Funds Received.* Show the name of each vendor, invoice date, Account Identifier Code, and the total unpaid amount for carrier drive-outs, utilities, metered fuel, communications, etc. Record on 8½- by 11-inch paper and head with the post office, city, state, finance number, and accounting period for uniform handling by the PDC.

At the time of payment, the amount reflected in *Trust Funds Withdrawn,* AIC 480, is always the same as the amount originally recorded in *Trust Funds Received,* AIC 080, even though the amount paid is different from the amount originally recorded. Examples:

Case No. 1. Amount originally recorded as receipts in *Trust Funds Received,* AIC 080 and as disbursements for *Postal Supplies—PO,* AIC 546—$1,000; amount paid—$1,050. Entries on statement of account *Disbursements* side: AIC 480—$1,000; AIC 546—$50. Note that the amount paid is *more* than the amount originally recorded.

Case No. 2. Amount originally recorded as receipts in *Trust Funds Received,* AIC 080 and as disbursements for *Postal Supplies—PO,* AIC 546—$1,000; amount paid—$970. Entries on statement of account *Disbursements* side: AIC 480—$1,000; *Receipts* side: AIC 546—$30 (a write-in entry). Note that the amount paid is *less* than the amount originally recorded.

F. UTILITIES—METERED FUEL—COMMUNICATIONS

Postmasters will make every effort to pay all utility bills on hand as of September 30. Unpaid bills and services for which bills were not received must be estimated as shown here.

Each postmaster must determine the service ending date of the last bill and post to the statement of account an estimated amount for bills to be received with service ending date of September 30 and earlier. (If all billings with service ending date through September 30 were paid, no estimate is required.)

Post the estimated amount on the *Disbursements* side in the post office entry column for the appropriate expense AIC and offset with an entry to *Trust Funds Received.* List the estimated amounts offset as *Trust Funds Received* the same as other unpaid expenses in the itemized statement of the *Trust Funds Received* balances as outlined. When paid in subsequent periods, record as *Trust Funds Withdrawn.* Should the actual payment be different from the estimated amount, record the differences as shown for other unpaid expenses.

G. CARRIER DRIVE-OUT PAYMENTS

Make every effort to make all carrier drive-out payments for service during Pay Period 20, ending September 19. Submit Form 1839, *Payment Record for Carrier Drive-Out Agreements,* for payment made. If it is impossible to make all carrier drive-out payments by the close of business September 30, 1980, record the unpaid amounts in AIC 539 on the *Disbursements* side of the statement of account in the post office entry column. Make an offsetting entry on the *Receipts* side as *Trust Funds Received.*

When payments are completed in the subsequent period, submit Forms 1839 immediately to the PDC. Should the total payment for carrier drive-out be greater than the amount offset into trust, record the difference in AIC 539 on the *Disbursements* side of the statement when recording the *Trust Funds Withdrawn.* However, if the amount paid is less, record the difference in AIC 539 as write-in on the *Receipts* side of the statement of account.

H. FOOD COUPON TRANSACTION FEES

Postmasters at post offices participating in the Federal food coupon program must submit all Authorization To Participate Vouchers (ATP) accepted through close of business Friday, September 26, 1980, to the MSC Food Coupon Office to arrive no later than September 30, 1980. (See 734, Handbook F-1).

The MSC will compute the total of the transaction fees and include the amount in AIC 170, Food Coupon Transaction Fee, on the Statement of Account for September 30, 1980. Make an offsetting entry to AIC 814, Suspense. **Do not** bill the State Agency at this time.

Normal end of month procedures will be followed after close of business Tuesday, September 30, 1980. The billings to the State agency should include the amount reported on the Statement of Account for September 30, and any ATP's accepted between September 27 and 30.

I. SYMBOL 9500 CHECKS

Form 1481, *Register of Checks Drawn On Symbol 9500,* for the period September 6–30, 1980, must be submitted to support the statement of account.

Form 1483, *Accounting Copy 9500 Card,* for the period September 27–30, 1980, must be submitted with the statement of account.

II. Statement of Account for October 1–3, 1980

Postmasters of CAG A–G offices are required to submit a statement of account for October 1 through October 3, 1980. These statements are headed A/P 14 on Form 1555 (March 1979). A/P 14 is for identification of the partial accounting period data. **Do not use forms with 1980 edition date.**

Submit the normal supporting detail with the statement of account, and an itemized list of trust fund entries (see II–D).

Mail the statement and all supporting detail to reach the PDC no later than **Wednesday, October 8.**

A. LESS THAN BULK STAMP REQUISITIONS

Make every effort to eliminate in-transit stamp shipments between the MSC and associate offices. Post offices should carefully estimate their requirements and requisition in sufficient time to permit shipments by the MSC on Wednesday, October 1. Stamp stock must be promptly checked in upon receipt and entered in the Accountbook. In case of emergency shipment, the MSC must assure that the associate office makes the proper entries in its Accountbook. Forms 17 and 17–F for the period October 1–3, 1980, must be submitted to support the statement of account.

B. STAMP STOCK INVENTORIES

Make the verification of stamp stock records as of October 3. (See 535.8, Handbook F–1.)

C. LOCAL PROCUREMENT OF SUPPLIES

During the period October 1–3, limit purchases to emergencies only. Pay promptly all approved bills for goods and services proper for payment by the post office.

D. UNPAID EXPENSES

All unpaid expenses must be identified and established in appropriate trust funds in order to charge them to current fiscal year; otherwise, they will eventually be charged to PFY 1981.

Record unpaid expenses for October 1–3 on the *Disbursements* side of the statement of account in the post office entry column for the appropriate expense AIC. Make an offsetting entry on the *Receipts* side as *Trust Funds Received.* When these expenses are paid in subsequent periods, enter as *Trust Funds Withdrawn.* (Also enter any unpaid bills pertaining to prior periods that were not reported.)

Submit an itemized list to the PDC with other supporting documents for the period October 1–3, listing the unpaid items entered in *Trust Funds Received.* Show the name of each vendor, invoice date, Account Identifier Code, and the total unpaid amount for carrier drive-outs, utilities, metered fuel, communications, etc.

Report the list on 8½- by 11-inch paper and head with the post office, city, state, finance number, and accounting period for uniform handling by the PDC.

At the time of payment, the amount reflected in *Trust Funds Withdrawn,* AIC 480, is always the same as the amount originally recorded in *Trust Funds Received,* AIC 080, even though the amount paid is different from the amount originally recorded. Examples:

Case No. 1. Amount originally recorded as receipts in *Trust Funds Received,* AIC 080 and as disbursements for *Postal Supplies—PO,* AIC 546—$1,000; amount paid $1,050. Entries on statement of account *Disbursements* side: AIC 480—$1,000; AIC 546—$50. Note that the amount paid is more than the amount originally recorded.

Case No. 2. Amount originally recorded as receipts in *Trust Funds Received,* AIC 080 and as disbursements for *Postal Supplies—PO,* AIC 546–$1,000; amount paid—$970.

Entries on statement of account *Disbursements* side: AIC 480—$1,000; *Receipts* side: AIC 546—$30 (a write-in entry). Note that the amount paid is less than the amount originally recorded.

E. UTILITIES—COMMUNICATIONS

Postmasters will make every effort to pay all utility bills on hand as of October 3, 1980. Unpaid bills and services for which bills were not received must be estimated as shown here.

Each postmaster must determine the service ending date of the last bill and post to the statement of account an estimated amount for bills to be received with service ending dates of October 1–3. (If all billings with service ending dates through October 3 were paid, no estimate is required.)

Post the estimated amount on the *Disbursements* side in the post office entry column for the appropriate expense AIC, and offset with an entry to *Trust Funds Received*. List the estimated amounts offset in *Trust Funds Received* the same as other unpaid expenses in the itemized statement of the *Trust Funds Received* balances. When paid in subsequent periods, record payment as *Trust Funds Withdrawn*. Should the actual payment be different from estimated amount, record differences as shown for other unpaid expenses.

F. CARRIER DRIVE-OUT PAYMENTS

Make every effort to make all carrier drive-out payments for service during Pay Period 21 ending October 3. Submit Form 1839 for payment made. If it is impossible to make all carrier drive-out payments by the close of business October 3, record the unpaid amounts in AIC 539 on the *Disbursements* side of the statement of account in the post office entry column. Make an offsetting entry on the *Receipts* side as *Trust Funds Received*.

When payments are completed in the subsequent period, submit Forms 1839 immediately to the PDC. Should the total payment for carried drive-out be greater than the amount offset into trust, record the difference in AIC 539 on the *Disbursements* side of the statement when recording the *Trust Funds Withdrawn*. However, if the amount paid is less, record the difference in AIC 539 as write-in on the *Receipts* side of the statement of account.

G. SYMBOL 9500 CHECKS

Forms 1481, *Register Of Checks Drawn On Symbol 9500*, and 1483, *Accounting Copy 9500 Card*, for the period October 1–3, 1980, must be submitted to support the statement of account.

III. Statement of Account for Postal Quarter IV, Fiscal Year 1980

Postmasters of CAG H–L offices are required to submit a statement of account for Quarter IV—covering June 14 through October 3, 1980. Submit the statement on Form 1553, *Statement of Account* (March 1979). **Do not use forms with 1980 edition date.**

Submit the normal supporting detail with the statement of account, and an itemized list of trust fund entries (see III–D).

Mail the statement and all supporting detail to reach the PDC not later than **Wednesday, October 8.**

A. LESS THAN BULK STAMP REQUISITIONS

Make every effort to eliminate in-transit stamp shipments between the MSC and associate offices. Post offices should carefully estimate their requirements and requisition in sufficient time to permit shipments by the MSC on Wednesday, October 1, 1980. Stamp stock must be promptly checked in upon receipt and entered in the Accountbook. In case of emergency shipment the MSC must assure that the associate office makes the proper entries in its Accountbook.

B. STAMP STOCK INVENTORIES

Make the verification of stamp stock records as of October 3 (see 535.8, Handbook F–1).

C. LOCAL PROCUREMENT OF SUPPLIES

Postmasters should anticipate their needs for supplies and services for the balance of Quarter IV and procure early in the period. Promptly pay approved bills, for goods and services received that are proper for payment by the post office.

D. UNPAID EXPENSES FOR POSTAL QUARTER IV

All unpaid expenses must be identified and established in appropriate trust funds in order to charge them to current fiscal year; otherwise, they will eventually be charged to PFY 1981.

Record unpaid expenses through October 3, 1980, on the *Disbursements* side of the statement of account in the post office entry column for the appropriate expense AIC. Make an offsetting entry on the *Receipts* side as *Trust Funds Received*. When these expenses are paid in subsequent periods, enter as *Trust Funds Withdrawn*.

Submit an itemized list with other supporting documents to the PDC, listing the unpaid items through October 3 entered in *Trust Funds Received*. Show the name of each vendor, invoice date, Account Identifier Code, and the total unpaid amount for carrier drive-outs, utilities, metered fuel, communications, etc. Report the list on 8½ by 11-inch paper headed to show the post office, city, state, and finance number, for uniform handling by the PDC.

At the time of payment, the amount reflected in *Trust Funds Withdrawn*, AIC 480, is always the same as the amount originally recorded in *Trust Funds Received*, AIC 080, even though the amount paid is different from the amount originally recorded. Examples:

Case No. 1. Amount originally recorded as receipts in *Trust Funds Received*, AIC 080 and as disbursements for *Postal Supplies—PO*, AIC 546—$1,000; amount paid—$1,050. Entries on statement of account *Disbursements* side: AIC 480—$1,000; AIC 546—$50. Note that the amount paid is more than the amount originally recorded.

Case No. 2. Amount originally recorded as receipts in *Trust Funds Received*, AIC 080 and as disbursements for *Postal Supplies—PO*, AIC 546—$1,000; amount paid—$970. Entries on statement of account *Disbursements* side: AIC 480—$1,000—*Receipts* side: AIC 546—$30 (a write-in entry). Note that the amount paid is less than the amount originally recorded.

E. UTILITIES—METERED FUEL—COMMUNICATIONS

Postmasters will make every effort to pay all utility bills on hand as of October 3. Unpaid bills and services for which bills were not received must be estimated as shown here.

Each postmaster must determine the service ending date of the last bill and post to the statement of account an estimated amount for bills to be received with service ending dates of October 3 and earlier. (If all billings with service ending dates through October 3 were paid, no entry is required.)

Post the estimated amount on the *Disbursements* side in the post office entry column for the appropriate expense AIC and offset with an entry to *Trust Funds Received*. List the estimated amounts offset in *Trust Funds Received* the same as the unpaid expenses in the itemized listing of the *Trust Funds Received* balances. When paid in subsequent year, record payments as *Trust Funds Withdrawn*. Should the actual payment be different from the estimated amount, record the differences as shown for other unpaid expenses, but retain the paid bills.

F. CARRIER DRIVE-OUT PAYMENTS

Make every effort to make all carrier drive-out payments for service during Pay Period 21, ending October 3. Submit Form 1839 for payment made. If it is impossible to make all carrier drive-out payments by the close of business October 5, record the unpaid amounts in AIC 539 on the *Disbursements* side of the statement of account in the postmaster's column. Make an offsetting entry on the *Receipts* side as *Trust Funds Received*.

When payments are completed in the subsequent period, submit Forms 1839 immediately to the PDC. Should the total payment for carrier drive-out be greater than the amount offset into trust, record the difference in AIC 539 on the *Disbursements* side of the statement when recording the *Trust Funds Withdrawn*. However, if the amount paid is less, record the difference in AIC 539 as write-in on the *Receipts* side of the statement of account.

IV. Miscellaneous Activities

A. ALL POST OFFICES USING USPS-OWNED VEHICLES

All postmasters will submit vehicle forms at the close of the accounting period ending October 3, 1980. It will not be necessary to make a separate reporting for September 6 through September 30. (Accounting Period 01, Fiscal Year 1981 will cover the period October 4 through 31, 1980.)

Form 4578, *Vehicle Accounting Data Input*, will be cut-off for A/P 13–80 on Friday night, October 3, 1980. These forms must be received by the St. Louis PDC no later than October 8, 1980. Each batch mailing label must clearly state "A/P 13–80".

All Forms 4578 pertaining to A/P 01–81 are not to be mailed to St. Louis PDC before October 6, 1980. Each batch mailing label must clearly state "A/P 01–81".

Forms 4509, *VMF Inventory Purchases* (*Keypunch*), and 4510, *Credit Cards Purchases*, will be cut-off for A/P 13–80 on Friday night, October 3, 1980. These forms must be received at the appropriate support PDC no later than October 6, 1980.

Exception: All Forms 4541, *Contract Work Order Invoice Vehicle Repair*, for work completed by September 30 will be forwarded to the appropriate support PDC to be received no later than October 3. Forms 4541 for the period October 1–3 must be submitted as they are completed.

All offices conducting their final vehicle sale for FY 1980, must submit SF 97A and payments in time to reach the appropite support PDC before close of business Friday, October 3, 1980.

B. ALL MAILBAG REPAIR UNITS AND DEPOSITORIES

Each mailbag repair unit will prepare EASC Form 60, *Mailbag Repair Center Summary Cost of Material Used*, for the period ending October 3 (see 231.2, Handbook F–28, *Mailbag Accounting and Reporting*). The next reporting period, Accounting Period 01, Fiscal Year 1981 will cover October 4–31, 1980.

C. ALL POSTAL INSTALLATIONS

1. Payments or Submission of Bills

It is important for the year-end closing of accounts that all postal installations promptly certify and transmit to the PDC those bills and receiving reports for goods and services received through September 30, 1980, that are to be paid by the PDC. These bills should be submitted to be received no later than October 3, 1980. So the PDC can properly account for your remaining FY 80 procurement items, please note:

a. Expense Items

If goods or services were received on contracts, purchase or delivery orders, submit receiving reports to reach the PDC by October 3.

If invoices for services were received on BPAs, certify promptly and mail to reach the PDC by October 3.

Evidence of receipt (receiving reports and/or certified invoices) on expense contracts or orders are the documents used by the PDC to charge cost to the proper fiscal year.

If you have evidence of receipt of goods or services, but fail to notify the PDC Accounts Payable Branch, these costs will be charged to your FY 81 budget.

b. Capital Equipment Items

Capital equipment contracts *awarded* on or before September 30 much reach the PDC by October 3.

Capital equipment delivery or purchase orders *placed*, and dated September 30 or earlier must reach the PDC by October 3.

Note that capital items dated or awarded on or before September 30 will be charged to FY 80 budgets, but to have the costs recorded as such, the documents must reach the PDC by October 3.

As with expense items, if capital orders are received before October 1, notify the PDC by submitting appropriate receiving reports.

c. Service Contracts

If a service contract or order (equipment rental, maintenance, etc.) was terminated on or before September 30, submit the receiving report or invoice immediately to the PDC advising them of the date the agreement was closed.

If it is impossible to submit a receiving report or invoice before October 7, 1980, submit a memorandum to the PDC Accounts Payable Branch. Show the actual or estimated amount, the nature of expenses, and the purchase order number, if applicable, to ensure inclusion in current fiscal year expense. When the actual invoice is finally submitted, include the statement, "Accrued to FY–80" on the face of the voucher.

SPECIAL NOTE: Project Authorization Commitments.

Make no commitments for October 1–3, 1980. Submit all commitment documents, Forms 4211, *Facility and Fixed Mechanization Project Contract Commitment Order*, dated on or before September 30 to the St. Louis PDC no later than October 8 for processing. Commitment documents dated after September 30 will be processed in A/P 01, Fiscal Year 1981.

All postal installations having vehicle hire must submit Forms 1804–B, *Postmaster's Certification of Vehicle Hire Service*, for the Accounting Period ending October 3 to the St. Louis PDC in the usual manner. Mail the next submission of Forms 1804–B for Accounting Period 01 ending October 31, on the normal schedule to the St. Louis PDC. Submit Forms 1804–C, *Postmaster's Certification of SDM Equipment Maintenance*, for special delivery messenger equipment maintenance to the St. Louis PDC according to the normal biweekly schedule through October 17.

2. Claims

All offices are requested to expedite the processing of tort claims. Forward completed tort claims to the appropriate PDC as rapidly as possible. Process all claims on hand and submit by the close of business September 30.

3. FEDSTRIP Procurement

All offices should anticipate their needs through October 3, and submit FEDSTRIP requisitions no later than September 19.

Do not submit requisitions for September 20 through October 3 except for items needed for emergencies.

4. Travel

All travel vouchers must be promptly submitted through the proper administrative channels to the PDC on or before the scheduled due dates furnished below. If an employee traveled at the beginning of the accounting period and does not anticipate any further travel requirements before the close of the accounting period, the voucher must be submitted immediately.

a. Vouchers for all travel through September 30 must be received at the PDC no later than October 7.

b. Vouchers for travel during October 1–3, must be received at the PDC no later than October 10.

c. Travel involving movement of household goods and related relocation expenses incident to permanent change of duty station, when the move actually begins on or before September 30, should be reported no later than October 7.

If it is impossible to submit a travel voucher according to these due dates, submit a memo to the PDC Accounts Payable Branch. Show the actual or estimated amount and nature of expenses to ensure inclusion in current fiscal year expense. When the actual voucher is finally submitted, include the statement "Accrued to FY–80" on the face of the voucher.

5. Uniform Allowances

Submit promptly invoices for uniform allowance payments for the period ending September 12 to the St. Louis PDC for payment on September 19. Submit promptly any uniform allowance claims on hand pertaining to September 12 or before, and those received for the period ending September 30, to St. Louis PDC for payment on October 3.

Submit uniform allowance invoices for October 1–10 on the normal schedule for payment on October 17.

6. Imprest Fund

Submit imprest fund reimbursement vouchers through September 30, to reach the PDC by October 3. Submit all reimbursement vouchers for period October 1–3 to reach the PDC by October 10.

7. Contract Cleaners

Because of fiscal-year closing requirements, it is imperative that Exception Cards (Form 1264, *Certification of Job Cleaner Services*) be submitted biweekly. One for the 2-week period ending September 19, and another for the 2-week period ending October 3.

8. Money Orders

Submit money order vouchers and international authorization vouchers to the Money Order Division, Postal Data Center, St. Louis, MO 63182, by accounting period according to normal schedules. (See 685, Handbook F–1, *Financial Handbook for Post Offices*.)

NOTE: A separate voucher submission as of September 30 will not be required. Vouchers to be submitted will cover the full accounting period, September 6 through October 3.

9. Special Reminders

a. Transactions recorded in trust funds should also be recorded in Section VII, *Trust Funds*, on the reverse side of the statement of account.

b. No actual bills should be submitted to the PDC's for items recorded in trust funds.

FEDSTRIP Payments

Federal property management regulations were changed May 1, 1980 to prohibit use of the general supply fund to finance nonstock direct delivery requisitions from the Postal Service and other government agencies. Nonstock direct deliveries are General Services Administration (GSA) purchases from private vendors of items not available from GSA supply depots that are delivered direct to the requisitioner.

GSA will continue to place purchase orders with vendors for items requisitioned by postal installations. Vendors will bill the postal requisitioning installation for GSA nonstock direct delivery purchases.

All invoices from vendors for goods received must be certified (provided that goods were received) and show the installation's finance number. Send certified invoices for payment to:

Postal Data Center
Contractual Services Branch
FEDSTRIP SECTION
P.O. Box 14401
St. Louis, MO 63180

—Finance Dept., 9–4–80.

NWRS Chart

A supply of the new labor distribution code chart effective October 4, 1980, for the National Workhour Reporting System (NWRS) is being sent to management sectional centers, districts, and Directors of Finance in Regions. Offices CAG A–G will receive single copies.

The chart should be retained for reference purposes. Please destroy all stock of the previous issues.—*Finance Dept., 9–4–80.*

c. Submission of the following forms to St. Louis PDC will be made on a normal accounting period schedule for A/Ps 13, FY 80, and 01, FY 81.

(1) Form 3997–C, *Delivery Service Operations Analysis.*

(2) Form 3232, *Self-Service Postal Center Cost Report.*

(3) Form 5660, *Summary of Passport Applications Accepted.—Finance Dept., 9–4–80.*

International Surface Air Lift

On August 17, 1980, the Civil Aeronautics Board approved fourteen additional International Surface Air Lift segments, bringing the total number of segments to sixteen. Service is now available from:

New York to: Frankfurt, Rome, London, Paris, Amsterdam, Tokyo, Sydney, and Rio de Janeiro

Chicago to: Tokyo, Sydney, Frankfurt, London, and Paris

Houston to: London, Rome, and Frankfurt

International Surface Air Lift service is available to any mailer who sends international publications or printed matter. Interested mailers can obtain information on service requirements and operating procedures through their local postmaster. Postmasters who receive inquiries should contact their MSC or District Customer Services Directors for adtomer Services Directors for additional information.—*Customer Services Dept., 9-4-80.*

International Mail—Venezuela

Effective immediately, registry service for all postal union mail to Venezuela is temporarily suspended.

Until further notice, employees are not to accept registered mail addressed for delivery in Venezuela.—*Rates & Classification Dept., 9-4-80.*

Canada—U.S. Money Order Conversion

Effective immediately, the rate for money orders issued for payment in Canada will be 1.00 U.S. dollar equals 1.15 Canadian dollar. However, postal employees must use a more current rate when a customer wishes to purchase money orders payable in Canada with a total value in excess of $3200. The current rate may be obtained by calling (314) 425-4933 or FTS 279-4933.

U. S. DOLLARS	CANADIAN DOLLARS	U. S. DOLLARS	CANADIAN DOLLARS	U. S. DOLLARS	CANADIAN DOLLARS	U.S. DOLLARS	CANADIAN DOLLARS
.01	.01	.51	.59	1.00	1.15	51.00	58.65
.02	.02	.52	.60	2.00	2.30	52.00	59.80
.03	.03	.53	.61	3.00	3.45	53.00	60.95
.04	.05	.54	.62	4.00	4.60	54.00	62.10
.05	.06	.55	.63	5.00	5.75	55.00	63.25
.06	.07	.56	.64	6.00	6.90	56.00	64.40
.07	.08	.57	.66	7.00	8.05	57.00	65.55
.08	.09	.58	.67	8.00	9.20	58.00	66.70
.09	.10	.59	.68	9.00	10.35	59.00	67.85
.10	.12	.60	.69	10.00	11.50	60.00	69.00
.11	.13	.61	.70	11.00	12.65	61.00	70.15
.12	.14	.62	.71	12.00	13.80	62.00	71.30
.13	.15	.63	.72	13.00	14.95	63.00	72.45
.14	.16	.64	.74	14.00	16.10	64.00	73.60
.15	.17	.65	.75	15.00	17.25	65.00	74.75
.16	.18	.66	.76	16.00	18.40	66.00	75.90
.17	.20	.67	.77	17.00	19.55	67.00	77.05
.18	.21	.68	.78	18.00	20.70	68.00	78.20
.19	.22	.69	.79	19.00	21.85	69.00	79.35
.20	.23	.70	.81	20.00	23.00	70.00	80.50
.21	.24	.71	.82	21.00	24.15	71.00	81.65
.22	.25	.72	.83	22.00	25.30	72.00	82.80
.23	.26	.73	.84	23.00	26.45	73.00	83.95
.24	.28	.74	.85	24.00	27.60	74.00	85.10
.25	.29	.75	.86	25.00	28.75	75.00	86.25
.26	.30	.76	.87	26.00	29.90	76.00	87.40
.27	.31	.77	.89	27.00	31.05	77.00	88.55
.28	.32	.78	.90	28.00	32.20	78.00	89.70
.29	.33	.79	.91	29.00	33.35	79.00	90.85
.30	.35	.80	.92	30.00	34.50	80.00	92.00
.31	.36	.81	.93	31.00	35.65	81.00	93.15
.32	.37	.82	.94	32.00	36.80	82.00	94.30
.33	.38	.83	.95	33.00	37.95	83.00	95.45
.34	.39	.84	.97	34.00	39.10	84.00	96.60
.35	.40	.85	.98	35.00	40.25	85.00	97.75
.36	.41	.86	.99	36.00	41.40	86.00	98.90
.37	.43	.87	1.00	37.00	42.55	87.00	100.05
.38	.44	.88	1.01	38.00	43.70	88.00	101.20
.39	.45	.89	1.02	39.00	44.85	89.00	102.35
.40	.46	.90	1.04	40.00	46.00	90.00	103.50
.41	.47	.91	1.05	41.00	47.15	91.00	104.65
.42	.48	.92	1.06	42.00	48.30	92.00	105.80
.43	.49	.93	1.07	43.00	49.45	93.00	106.95
.44	.51	.94	1.08	44.00	50.60	94.00	108.10
.45	.52	.95	1.09	45.00	51.75	95.00	109.25
.46	.53	.96	1.10	46.00	52.90	96.00	110.40
.47	.54	.97	1.12	47.00	54.05	97.00	111.55
.48	.55	.98	1.13	48.00	55.20	98.00	112.70
.49	.56	.99	1.14	49.00	56.35	99.00	113.85
.50	.58			50.00	57.50	100.00	115.00
						200.00	230.00
						300.00	345.00
						400.00	460.00

—*Rates & Classification Dept., 9-4-80.*

All Personnel Processing Mail for Dispatch Abroad

FOREIGN ORDER NOTICE 19

Keep all foreign order notices for use as reference.

Final Orders

Tentative *Lottery orders* against the following have become final:

CANADA

Columbia Of Canada
P.O. Box 80007, 6025 Sussex
and
P.O. Box 80007, 6025 Sussex
Burnaby, B.C.

Columbia Of Canada
1250 Homer Street
and
Columbia Of Canada
Box 23468, Vancouver AMF
and
Box 23468, Vancouver AMF
Vancouver, B.C.

IRELAND

Mary Kuny
21 Larkfield Ave.
Dublin

Galway

Mrs. Moira Cronin
1 Crescent View
Glenanail

Co. Dublin

Jean Haley
125 Lakelands Close
Upper Kilmacud Rd.
Blackrock

Marion O'Hagan
63 Norfolk Rd.
Phibsboro

VACANT REGULAR RURAL ROUTES LISTING NO. 80-39

The vacant rural routes listed below will be posted for bid in accordance with the USPS-NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this POSTAL BULLETIN. Those rural carriers having special bidding rights as defined in the USPS-NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
CENTRAL REGION					
Illinois	McHenry	60050	12	40:07 (41H)	34.46
	do	60050	13	44:34 (41J)	26.35
	do	60050	14	40:41 (41K)	36.15
	Newark	60541	02	37:07 (37S)	73.95
	Pecatonica	61063	02	40:20 (41S)	74.90
	Mascoutah	62258	02	43:26 (43H)	50.12
	Sumner	62466	01	35:58 (36S)	65.30
	Carmi	62821	01	43:00 (42H)	88.45
	Noble	62868	01	38:54 (38S)	92.75
Indiana	Nappanee	46550	04	47:08 (43J)	43.30
	South Bend	46624	01	43:30 (46H)	44.67
	Osgood	47037	03	40:43 (41K)	61.46
	Springport	47386	01	35:42 (36S)	45.90
	Crawfordsville	47933	06	42:37 (44H)	77.40
	Remington	47977	01	38:26 (40S)	73.20
Iowa	Mondamin	51557	01	44:51 (44H)	102.90
Kansas	Longton	67352	01	43:18 (40S)	108.05
	Liberal	67901	02	44:35 (44S)	118.00
Michigan	Union Lake	48085	01	40:25 (42J)	19.95
	Sandusky	48471	02	48:17 (44J)	77.34
	Watervliet	49098	01	46:10 (46H)	28.60
	Petersburg	49270	02	36:25 (37S)	52.47
	Pittsford	49271	01	36:34 (37S)	57.05
	Fennville	49408	01	44:02 (44H)	57.00
	Williamsburg	49690	02	43:30 (44H)	61.15
	Cheboygan	49721	01	50:19 (47K)	90.95
Minnesota	Fergus Falls	56537	05	44:19 (44J)	105.45
Missouri	Ilmo	63754	01	40:32 (41K)	91.85
	Lathrop	64465	02	37:15 (37S)	81.90
	Cainsville	64632	02	42:38 (43S)	128.95
	Anderson	64831	01	38:32 (39S)	74.20
	do	64831	02	42:04 (42H)	74.95
	California	65018	02	37:20 (38S)	81.75
	Columbia	65201	05	40:41 (46J)	70.85
	Mexico	65265	05	41:26 (41S)	75.75
	Moberly	65270	02	45:39 (45H)	41.25
	New Bloomfield	65063	01	40:41 (40J)	88.75
	Osage Beach	65065	01	47:14 (45J)	39.15
	Morrisville	65710	01	37:51 (38S)	68.75
	Springfield	65801	10	40:27 (40J)	63.30
Nebraska	Omaha	68108	10	40:06 (40H)	57.45
North Dakota	Bismarck	58501	01	54:18 (45K)	73.75
Ohio	Mason	45040	02	40:26 (43H)	33.53
	West Chester	45069	06	40:24 (40H)	15.55
	do	45069	11	37:07 (37S)	18.95
	Medway	45341	01	44:10 (40J)	23.12
	Xenia	45385	03	47:12 (43J)	48.00
Wisconsin	Fennimore	53809	02	47:28 (44J)	106.00
	Arlington	53911	01	33:32 (34S)	60.55
	Mauston	53948	02	43:32 (44H)	94.05
	New Lisbon	53950	01	45:04 (45H)	81.20
	Mosinee	54455	01	0:00 (42H)	09.50
	do	54455	08	0:00 (44H)	30.00
EASTERN REGION					
Delaware	Hockessin	19707	03	70:23 (48K)	23.20
	Harrington	19952	02	39:32 (40S)	61.10
New Jersey	Cranbury	08512	02	55:14 (46K)	09.00
New York	New Hartford	13413	02	53:40 (45K)	27.80
	Oxford	13830	02	40:39 (41S)	75.70
Pennsylvania	Ebensburg	15931	01	36:16 (36H)	41.80
	Elizabethtown	17022	04	50:14 (46J)	36.65
	Hummelstown	17036	05	35:53 (36S)	21.00
	do	17036	06	37:35 (38H)	23.75
	Danville	17821	07	42:47 (43H)	17.88
	do	17821	08	41:44 (42H)	63.82
Virginia	Roanoke	24022	02	42:23 (42H)	36.75
	Claudville	24076	01	27:16 (27S)	58.68
	Lynchburg	24506	01	58:52 (48K)	26.30
	Madison Heights	24572	06	43:17 (43H)	23.00
West Virginia	Morgantown	26505	03	44:36 (41J)	40.85
	do	26505	07	43:58 (44H)	31.10
	do	26505	11	42:31 (43H)	21.80
	do	26505	12	41:09 (41H)	37.00
	do	26505	13	36:10 (36H)	47.50
NORTHEAST REGION					
Maine	Long Island	04050	01	11:33 (12S)	9.70
Vermont	East Montpelier	05651	01	34:44 (35S)	43.96
	Worcester	05682	01	26:34 (27S)	49.64
New York	Canaan	12029	01	37:41 (38S)	41 19

*The "Route Classification and Evaluation" published in this POSTAL BULLETIN may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

—*Labor Relations Dept., 9-4-80.*

IRELAND—Continued

Co. Dublin—Continued

James Heely
105 Broadford Rise
Ballinteer

Andrea Hinds
7 Ballinteer Dr.
Dundrum

Aimey Moore
5 Morehampton TCE.
Donnybrook

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to the Postmaster of New York, NY 10001, Attention: Claims, Inquiry and Undeliverable Mail, Room 4508. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all SCFs and designated International Exchange Offices.—*Judicial Officer, 9-4-80.*

Report
dangerous
dogs

UNITED STATES POSTAL SERVICE
WASHINGTON, D.C. 20260
OFFICIAL BUSINESS

PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE, $300

U.S.MAIL

FIRST CLASS

Schedule. The Postal Bulletin is published every Thursday by the Directives and Forms Division of the U.S. Postal Service, Washington, DC 20260.

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Orders.

Public sale:

Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402
Single copy: $1.25; $1.60 foreign
Subscription: $50.00, $62.50 for foreign mailing

Postal facilities:

For one time orders, send Form 7380 to the Eastern Area Supply Center.

To change quantity received, send Form 1286 to the Directives and Forms Division, giving justification.

21262

UNITED STATES POSTAL SERVICE
U.S. MAIL

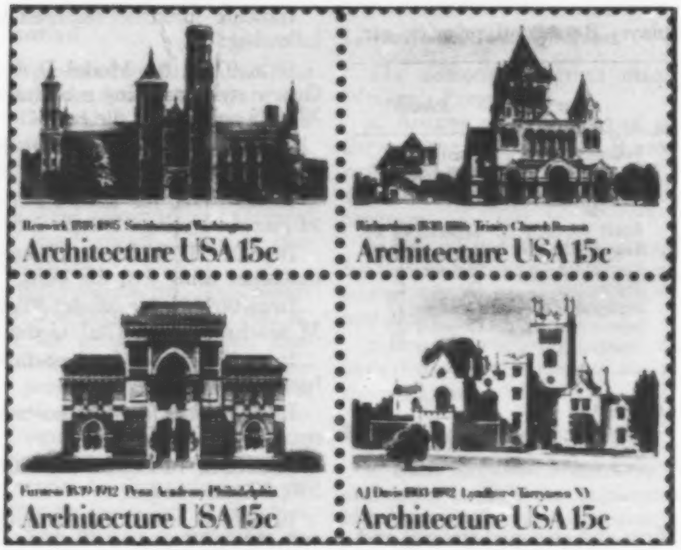
postal bulletin

PB 21262—September 11, 1980—12 Pages

15-Cent American Architecture Commemorative Stamps

Description. The 15-cent American Architecture commemorative stamps will be first placed on sale at New York, NY 10001, on October 9, 1980. Each of the stamps in the block of four depicts an example of successful early American architecture. Each example represents architecture of enduring beauty, strength and usefulness. A block of four American Architecture stamps was also issued in 1979.

Do Not Sell Before October 10, 1980



Copyright U.S. Postal Service 1980

Size: 1.105 x 1.44 inches each.
Issued in panes of 40.
Colors: Brown and black.
Marginal markings: One plate number, © United States Postal Service, 1980. Use correct ZIP Code, and Mr. ZIP ®
Designer: Walter D. Richards.

Collectors. First-day cover cancellations may be obtained by one of the following methods:

a. Customers Affixing Stamps. Customers are encouraged to purchase their own stamps at their local post offices and affix them to their own envelopes. All envelopes must be addressed. Peelable address labels are recommended and a filler card of postal card thickness should be inserted in each cover. Orders must be postmarked by October 24, 1980, and should be addressed to: First Day Cancellations, Postmaster, New York, NY 10001. No remittance is required.

b. Postal Service Affixing Stamps. Request first-day cancellations from: American Architecture Stamps, Postmaster, New York, NY 10001 (see POM 244.53). Requests must be postmarked not later than October 24, 1980. Remittance is required for the face value of each stamp.

Selected United States mint stamps will be available at the Philatelic Sales Division, Washington, DC 20265, beginning October 10, 1980.

Supply. All post offices under the automatic distribution system will receive an initial supply of the stamps. Since these stamps are distributed in sheets of

Continued on p. 2

Correction

10-Cent Kings Mountain Postal Card

The item number 203 for the 10-cent Kings Mountain postal card as announced in POSTAL BULLETIN 21261 (9–4–80) is incorrect. The correct item number is **204**. Requisitions received at the Government Printing Office with the incorrect item number will be changed to item 204.—*Customer Services Dept., 9–11–80.*

Meter Register Readings—Daily Record

Effective immediately, postage meter licensees are not required to complete Form 3602–A, *Daily Record of Postage Meter Register Readings,* as a condition of continued use of meter licenses. The Postal Service has decided to make completion of Form 3602–A optional and will amend section 144.222 of the DOMESTIC MAIL MANUAL to provide for this optional procedure. Post offices must continue to provide Forms 3602–A to those meter licensees who choose to continue to maintain daily records of meter readings.—*Rates & Classification Dept., 9–11–80.*

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U. S. GOVT. PUBS
DEPOSITORY 376
OCT 8 1980
NEWARK PUBL

P1.3:

Lobby Display Schedule for September

Displays in All Post Office Lobbies—All Classified Units

Posters, notices and signs mandatory for display in post office lobbies are listed in the POM 221.522. Other mandatory posters are listed below.

Title	*Issued*
Poster 74, *Packaging Pointers*	September 1978.
Notice (unnumbered) announcing implementation of Letter Mail Dimensional Standards and surcharge on July 15	May 1979.
Your Federal Lawmakers	August 1979.

Rotating Displays—All Classified Units (CAG A–G Offices)

The September schedule of lobby poster displays for post offices with 950 or more revenue units is listed by priority below:

A=first priority, following mandatory displays; B=second priority, etc.

Priority	*Title*	*Poster No.*	*Post*	*Remove*
B	Winter Olympics Souvenir Folder.	425	January 25	Continuous display.
A	1979 Mint Set	422	do	
B	The Dollar of the Future		do	
A	Moving?		April 1	September 29.
A	Coral Reefs	433	August 19	September 26.
A	Organized Labor	434	August 25	October 1.
A	Edith Wharton	435	September 2	October 6.
A	Education	436	September 5	October 13.
A	Northwest Indian Masks	437	September 18	October 25.
A	Express Mail Next Day Service—It's Convenient.	61	September 1	October 31.
	Mandatory All Offices All Units			
A	Gold Medallion (counter card)		July 15	When notified

Specialized Program Displays

Using the same priority system, main post offices and classified stations and branches designated to offer specific service or participate in specialized programs will display the following items until notice is given to replace or remove them:

A	Clear Plastic Screenline Displays: '79 Mint Set; Collecting Kits.
A	Poster 31-A (Feb. 1977) or 31-B (April 1979).

—Delivery Services Dept., 9-11-80.

Continued from p. 1

40, order quantities of 4,000; 8,000; 12,000; 16,000; 20,000; 40,000; 60,000; 80,000; 100,000; and multiples of 100,000 stamps to the maximum of 5,000,000. Before requisitioning additional stamps **(item 489)**, consider that the stock should be depleted prior to December 9, 1980, at all post office outlets—except designated philatelic windows and postal stores.

Post offices with 950 or more revenue units requiring additional bulk quantities: immediately requisition on Form 3356. *Stamp Requisition—Bulk Quantities,* from the Bureau of Engraving and Printing.

All post offices requiring additional stamps in less than bulk quantities: requisition on separate Form 17, *Stamp Requisition,* from stamp distribution offices.

Panels. A limited number of 8½ by 11¼-inch commemorative series stamp panels will be available only through mail order from the Philatelic Sales Division, Washington, DC 20265. The panels are printed on heavy art paper suitable for mounting.—*Customer Services Dept., 9-11-80.*

Hand Stamp and Canceling Machines

Postal installations must submit requirements for 1981 year type for hand stamp and canceling machines to their supporting area supply center not later than November 2, 1980, using Form 7380, *Supply Center Requisition.*

This requisition must list year type only and a self addressed penalty label stapled to the requisition. **Do not request any other items on this special requisition.**

Indicate quantities required on the following:

Item 076E, for Model D, K, and G new style canceling machine using 77, 225 and 218–A die hubs.

Item 0103HD2, for Model HD–2 canceling machines.

Item 0133E, for Model Flier and M machines using 1207 die hubs.

Item 0217E, for Model G canceling machines using 218 die hubs.

Item 0691G, for Model Flier and M machines using 1207–G die hubs.

Item 0702A, for steel postmarker, hammer type.

Item 0718A, for steel postmarker, rotary type.

Item 0642, rubber for use with Nos. 550, 570 and 552.

Item 0744, steel, for use with No. 700 without flange.

Item 0747, steel, for use with No. 700 with flange.

Postmasters must check the model number of the machine nameplate to make sure the proper year type for canceling machines is being requisitioned. P.O. Drawing 14–340, Year Type, for Hand Stamps and Canceling Machines, revised May 21, 1971, is in Publication 24, *Supply Catalog,* on page 1–10, Exhibit D, as a guide to ensure that the correct type will be ordered.

Year type will be mailed from supply centers no later than December 19, 1980.

1981 Year Type for the Mark II Facer-Canceler is available under national stock number 7490–00–000–8703 from the Repair Parts Center, Western Area Supply Center, Topeka, KS 66624, and should be requisitioned from that activity on Form 4984, *Repair Parts Requisition,* by authorized offices only.—*Procurement and Supply Dept., 9-11-80.*

WOMEN'S PROGRAM

Policies of the Postal Service Women's Program are as follows. These policies will be included in a future revision to the EMPLOYEE AND LABOR RELATIONS MANUAL (ELM).

Policy

It is the policy of the Postal Service to prohibit sex discrimination in all employment decisions and to develop affirmative actions to assure that women have the opportunity to compete and be considered on a fair and equal basis for employment, career development, and advancement.

Organization

The Women's Program is under the direction of the Senior Assistant Postmaster General, E&LR Group, and the Assistant Postmaster General, Employee Relations Department. The national program manager reports to the Assistant Postmaster General through the Director, Office of Human Resources.

Regional program managers report to their Regional Director, E&LR, through the general manager, Employee Relations Division. The regional program manager receives functional guidance from the national program manager.

District Women's Program Coordinators report to their district managers through their district directors, E&LR. The district coordinator receives functional guidance from the regional women's program manger.

In the Inspection Service, Women's Program representatives receive functional guidance from the national program manager. Their responsibilities are performed as collateral duties to their regular assignments, with no higher level pay authorized.

All other program support exists at the discretion of regional management. Such responsibilities are performed by employees as collateral duties to their regular assignments, with no higher level pay authorized.

Program Objectives

The Women's Program focuses upon three major objectives within the Postal Service:

a. Promote training, career development, and advancement of qualified female employees within the merit system.

b. Advise and inform postal management on issues which affect women's status, career development and advancement opportunities.

c. Promote the recruitment of women into the workforce within the merit system, when hiring is authorized.

Responsibility

Postal managers at all levels are responsible for making positive efforts to enhance employment, training, career development, and advancement opportunities for women. Program managers and coordinators assist in these efforts.

1. National Headquarters

The national program manager, Women's Program:

a. Assures establishment of policy through the SAPMG, E&LR; coordinates and provides guidance in field activities for management of the program.

b. Designs and implements training for program managers and coordinators to acquire job related knowledge and skills.

c. Provides reports on a scheduled basis depicting the status of women in the workforce.

2. Regional Headquarters

a. Each Regional Postmaster General is responsible for implementing Headquarters Women's Program policies and directives, setting regional objectives, and initiating action plans to meet those objectives.

b. Each Regional Director for Employee and Labor Relations is responsible for overseeing region-wide Women's Program activities within the guidelines and policies of the program.

c. Each Regional Women's Program manager advises Headquarters on the development of program policy and objectives, and assists in the implementation and review of policy, programs, and procedures which impact upon women in the workforce. The manager participates in staff, training and other meetings to provide program information and guidance.

3. District Office

a. Each district manager is responsible for implementing Headquarters Women's Program policies, within regional objectives and action plans, throughout the district.

b. Each district manager is responsible for oversight of Women's Program activities in the management sectional centers and bulk mail centers.

c. Each district Women's Program coordinator assists managers in the development, implementation and evaluation of program activities; develops statistical and analytical evaluations on status of women within the workforce. The coordinator participates in staff, training and other meetings to provide information and guidance.

4. Management Sectional Center/ Bulk Mail Center

Each sectional center manager and BMC manger is responsible for implementing the objectives and action plans of the Women's Program in the facilities under their jurisdiction.

Program Administration

Women's Program managers and coordinators:

a. Assist in developing activities and programs relating to the employment status of women.

b. Monitor the selection ratios of women to assure equality of opportunity in the consideration for promotion, training, development, and recruitment.

c. Provide information on career opportunities and development of action plans for achieving individual career objectives, through consultation with management, individuals, or groups of women. Further assistance is provided by referral of interested employees to the appropriate organizational or community resource.

d. Develop and provide statistical and analytical quarterly evaluations of the status of women within the workforce and the effectiveness of the Women's Program activities.

e. Assist management in the identification of female employees who have, by their prior achievement, shown interest in and potential for career advancement. Included in this identification are women as resources for special project work, promotion panels, task forces, training, and other development activities.

f. Increase and enhance the involvement of managers and supervisors in the program and program activities.—*Employee Relations Dept., 9-11-80.*

All Contracting Officers

WAGE AND PRICE STANDARDS COMPLIANCE

Section 1-326 of Publication 41, *Postal Contracting Manual,* which implements the voluntary wage and price standards program provides that the names of companies determined not to be in compliance with the standards will be published in the BULLETIN for the convenience of contracting officers. See POSTAL BULLETIN 21179 (3-1-79). Effective August 13, 1980, the Council on Wage and Price Stability has determined that the following companies or groups are not in compliance with the wage and price standards:

Company	*Original Date Listed*
Cement Division compliance unit of Ideal Basic Industries, Inc. P.O. Box 8789 Denver, Colorado 80201	June 15, 1979
Northwestern Steel and Wire Co. 121 Wallace Street Sterling, Illinois 61081 DUNS Number 00-526-3157	July 24, 1979
Mason Contractors of DuPage County P.O. Box 129 Mount Prospect, Illinois 60056 DUNS Number 99-106-2472	July 24, 1979
American Hoechst Corporation Route 202-206 North Somerville, New Jersey 08876	October 23, 1979
SCOA Industries, Inc. 155 East Broad Street Columbus, Ohio 43215	October 23, 1979
National Electrical Contractors Association (Oregon-Columbia Chapter) 201 S.W. Arthur Street Portland, Oregon 97201 DUNS Number 99-106-2480	October 23, 1979
The Eureka Company 1201 East Bell Street Bloomington, Illinois 61701 DUNS Number 00-116-3823	November 27, 1979
Portland Association of Plumbing Heating and Cooling Contractors (two noncomplying agreements) 0612 S.W. Idaho Portland, Oregon 97201 DUNS Number 06-509-2300	November 27, 1979
Sheetmetal Association, Inc. c/o 3434 S.W. Water Avenue Portland, Oregon 97201 DUNS Number 99-106-2498	November 27, 1979
San Diego Contracting Lathers Association 7855 Ostrow Street San Diego, CA 92111 DUNS Number 99-106-2506	November 27, 1979
"All other" compliance unit of Gifford-Hill & Company, Inc. (which includes all products exclusive of transportation, irrigation and metal building products) 8435 Stimmons Freeway P.O. Box 47127 Dallas, Texas 75247	December 27, 1979
Boston Distributors, a compliance unit of Cook United, Inc. 16501 Rockside Road Cleveland, Ohio 44137	January 21, 1980
National Gypsum Company 4100 First International Building Dallas, Texas 75270	January 21, 1980
Crown Central Petroleum Corp. One North Charles P.O. Box 1168 Baltimore, Maryland 21203	March 25, 1980
Gust K. Newberg Company & Assoc. (out of compliance only in Will County and vicinity, Illinois) 2040 North Ashland Avenue Chicago, Illinois 60614 DUNS Number 00-693-1869	March 25, 1980
Mid-America Regional Bargaining Association 228 North LaSalle Street Chicago, Illinois 60601 DUNS Number 99-106-2514	March 25, 1980
Contractors Association of Will and Grundy Counties 254½ Rusy Street Joliet, Illinois 60435 DUNS Number 99-106-2522	March 25, 1980
Residential Construction Employees Council 1010 Jorie Boulevard, Suite 112 Oak Brook, Illinois 60521 DUNS Number 99-106-2530	March 25, 1980
Koch Fuels, Inc., a compliance unit of Koch Refining Company P.O. Box 31 Gloucester City, N.J. 08030	April 2, 1980
Church's Fried Chicken, Inc. P.O. Box BH001 San Antonio, Texas 78284	April 2, 1980
Monolith Portland Cement Co. P.O. Box 3303 Terminal Annex Suite 201 Glendale, California 91202	April 18, 1980
Dundee Cement Company and its subsidiary Santee Portland Cement Company P.O. Box 122 Dundee, Michigan 48131	May 2, 1980
Hyatt Hotels compliance unit of Hyatt Corporation (which includes all hotels owned or managed by the Hyatt Corporation) 9701 W. Higgins Road Rosemont, Illinois 60018	May 20, 1980
Air Conditioning and Refrigeration Contractors Association 870 Market Street San Francisco, California 94102 DUNS Number 99-106-2548	May 30, 1980
Industrial Contractors (UMIC. Inc.) P.O. Box 1005 Tiburon, California 94920 DUNS Number 99-106-2555	May 30, 1980
Plumbing Heating Piping Employers Council 36 Tiburon Blvd. Mill Valley, California 94941 DUNS Number 99-106-2563	May 30, 1980
Residential Plumbing and Mechanical Contractors of North California 1545 B Palos Verdes Mall Walnut Creek, California 94596 DUNS Number 99-106-2571	May 30, 1980
Santa Clara Valley Contractors Association 400 Reed Street Santa Clara, California 95050 DUNS Number 99-106-2589	May 30, 1980

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Domestic Money Order Inquiries

Form 6401, *Domestic Money Order Inquiry,* April 1979, is the only form necessary for any inquiry on the status of a domestic money order. It is available at the supply centers. All previous issues of Form 6401 and Forms 6065, 6405, and 6337 are obsolete. They do not meet the minimum size standard for letter size mail and must not be used. The new Form 6401 is prestamped and addressed and can be mailed without an envelope. Do not put a *single* Form 6401 in an envelope as it results in wasted effort in addressing and handling.—*Rates & Classification Dept., 9–11–80.*

Continued from p. 4

Company	*Original Date Listed*
Burlington Northern Air Freight, Inc., a unit of Burlington Northern, Inc. 176 East 5th Street St. Paul, Minnesota 55010 DUNS Number 04–834–1788	July 2, 1980
Hotels Division and Hotel-Casinos Division, compliance units of Hilton Hotels Corporation 9880 Wilshire Blvd Beverly Hills, California 90210 DUNS Number 00–693–0531 (limited to Hotels Division and Hotel-Casinos Divisions)	July 10, 1980
Murphy Oil, Domestic Marketing and Refining Division, a compliance unit of Murphy Oil Corporation 200 Jefferson Avenue El Dorado, Arkansas 71730 DUNS Number 00–805–3712	July 15, 1980
Harris-Teeter Supermarkets, Inc., a compliance unit of Ruddick Corporation 4017 Chesapeake Drive P.O. Box 33129 Charlotte, N.C. 28233 DUNS Number 99–106–9287	August 13, 1980
Circle K Corporation 4500 South 40th Street Phoenix, Arizona DUNS Number 00–894–8143	August 13, 1980

This list supersedes the list published in POSTAL BULLETIN 21253 (7–10–80).—*Procurement and Supply Dept., 9–11–80.*

All Personnel Processing Mail for Dispatch Abroad

Foreign Order Notice 20

Keep all foreign order notices for use as reference.

A tentative *False Representation order* has been issued against:

CANADA

International Publications Co.
205–640 West Broadway
Vancouver, B.C.

W. GERMANY

Saw-Telex Union GmbH
Mittelweg 14
P.O. Box 305829
D–2000 Hamburg 36

A tentative *Lottery order* has been issued against:

CANADA

Maple Leaf Industries
P.O. Box 58200, Station L
and
P.O. Box 58200, Station L
Vancouver, B.C.

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to the Postmaster of New York, NY 10001, Attention: Claims, Inquiry and Undeliverable Mail, Room 4508. Do not place any endorsement on the mail pieces themselves.

Final Orders

Tentative *Lottery orders* against the following have become final:

CANADA

Baldwin Group
Box 2680
Vancouver, B.C.

Pacific Rim Agencies
and
Customer Accounts
3rd Floor—800 W. Pender St.
Vancouver, B.C.

Coronet Of Canada
P.O. Box 163
and
P.O. Box 163
Delta, B.C.

IRELAND

Miss Eileen O'Grady
9 Casement Grove
Dublin

Miss Martha Kennedy
40 Mt. Pleasant Sq.
Dublin

Mrs. Jerry O'Brien
Slievefinn
Glaregalway
Co. Galway

Co. Dublin

Angela Flynn
44 Whitehall Cross Est.
Terenure

Mary Sully
166 Glenvara Pk.
Ballycullen Rd.
Templeoque

Patrick Nolan
13 Woodbine Park
Blackrock

Mr. James Moloney
125 Lakelands Close
Stillorgan

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all SCFs and designated International Exchange Offices.—*Judicial Officer, 9–11–80.*

Express Mail Pouch Facelift

Recently the Mail Processing Department approved implementation of an employee suggested modification to the mail pouch closure mechanism. It will virtually eliminate the inadvertent opening of pouches during handling, or while in transit, whether or not the plastic seal remains intact, or is applied.

Initial production will be applied to 300,000 new express mail pouches manufactured at the Washington mail equipment shop. It is anticipated that all newly produced pouches will be equipped with the modification and it will also be applied to used equipment during major repair.

Operation of the new mechanism is essentially the same as with the present system with one additional step. After pulling the neck strap through the hasp link which brings the hasp over the aligned pivoting *D* ring, the *D* ring is twisted 90 degrees and released. The upward pressure of the neoprene washer secures the *D* ring in the embossed slot and holds the pouch closed. A seal may then be applied. To open, use the reverse procedure.

The new express mail equipment should be appearing in service by September 1 or shortly thereafter. Voluntary comments from field unit supervisors referring to the performance of the modified closure system may be sent to the Director, Office of Transportation Services, USPS Headquarters, Washington, D.C. 20260.—*Mail Processing Dept., 9–11–80.*

1980 ZIP Code and Post Office Directory

Removal from Sale

Effective immediately, postmasters/MSC managers will discontinue sale and acceptance of customer orders (retail and mail order) for the *1980 ZIP Code and Post Office Directory* (NZC & POD, Pub. 65). Offices should also remove all promotional material relating to the ZIP Code Directory from the lobby. Retail managers and employees should advise customers that the 1981 directory will be available for sale at post offices in January 1981.

Disposal

Use the procedures below to account for the disposal of unsold copies of Publication 65, *1980 National ZIP Code and Post Office Directory.*

1. By C.O.B. September 28, 1980 offices that still have the books on hand should remove the front (top) covers. Send the covers to the accountable paper custodian at the MSC. The remaining portion of these directories (without front covers) are unusable and disposed of as waste at the selling office.

2. At the MSC receiving point a tally sheet will be maintained showing number of covers received from each selling office. After all covers are presumed to have been received, take a final count, record the count, and tear the covers into at least four approximately equal pieces and dispose of as waste.

3. Treat reserve stock of directories at the MSC the same way, including cover removal, final count recording, and cover tearing. **Excepton.** Where large quantities of full cartons exist at the MSC, arrangements may be made to have these removed for pulping, burning or shredding. Where this is done, the cartons need not be opened and the recorded final count will reflect the presumption that each carton contained 8 books.

4. Create a memorandum for the record, to be signed by two postal employees indicating the total number of covers destroyed (both torn and by the "exception" method). This total should agree with the "On Hand at End of Period" figure entered on line 20 of the MSC consolidated product inventory report (Form 1079) for Quarter IV.

5. Forward a copy of the above memorandum to the address for your regional retail branch:

Northeast Region, USPS
New York, NY 10098

Southern Region, USPS
Memphis, TN 38166

Western Region, USPS
San Bruno, CA 94099

Eastern Region, USPS
Philadelphia, PA 19101

Central Region, USPS
Chicago, IL 60699

—*Delivery Services Dept., 9-11-80.*

Stamps Removed from Sale

The following items have been removed from sale at the Philatelic Sales Division.

Item No.:	*Description*
467	15¢ Pennsylvania Toleware
469	15¢ Endangered Flora
191	31¢ International Airmail
260	10¢ Molly Pitcher Postal Card
270	10¢ George Rogers Clark Postal Card
606–607 106–107 735–736	3.1¢ Nonprofit Envelopes and Coils (Do not place on general sale)

Any stock of the above items remaining on hand after September 30, 1980, shall immediately be withdrawn from all philatelic outlets and placed on general sale until October 31, 1980. After that date, handle any remaining stock in accordance with S. 553 of Handbook F-1, *Financial Handbook for Post Offices.*

The Inspection Service will give attention in this area during audit reviews.—*Customer Services Dept., 9-11-80.*

Threatening Mail

Mail which is addressed to Mr. Patrick J. Lucey, Independent vice presidential nominee, on the outside wrapper of which is written a threat directed against the addressee, or which otherwise appears threatening to the addressee, shall be detained, and the Inspection Service promptly notified of the detention. The Inspection Service is responsible to arrange for the delivery of such mail, and the mail will not be surrendered to agents of the Secret Service without the approval of the Inspection Service. The same conditions and terms apply for handling such mail, as those set out in POSTAL BULLETIN 21249 (6-12-80) page 9, concerning threatening mail to the president, vice president, certain presidential candidates, and specified members of the president's and vice president's families.—*Inspection Service, 9-11-80.*

Domestic Order

False Representation. Enforced by postmaster at city listed.

State/City	*Name Covered*
NH, Manchester 03105	American Fitness Products P.O. Box 4607

—*Judicial Officer, 9-11-80.*

Wanted Circular Canceled

Destroy the wanted circular issued June 24, 1980, for postal offender **John Henry Deibler.**—*Inspection Service, 9-11-80.*

Contract Job Cleaners

Effective September 17, 1980 and until further notice checks for contract job cleaners will be mailed directly from the St. Louis PDC to the contractor's address of record. Contract job cleaners will be notified of this change in the distribution of checks, and will be asked to notify the contracting officer at once if there is a change in their mailing address.—*Finance Dept., 9-11-80.*

HANDLE INDEMNITY CLAIMS AND CLAIM STATUS INQUIRIES PROMPTLY

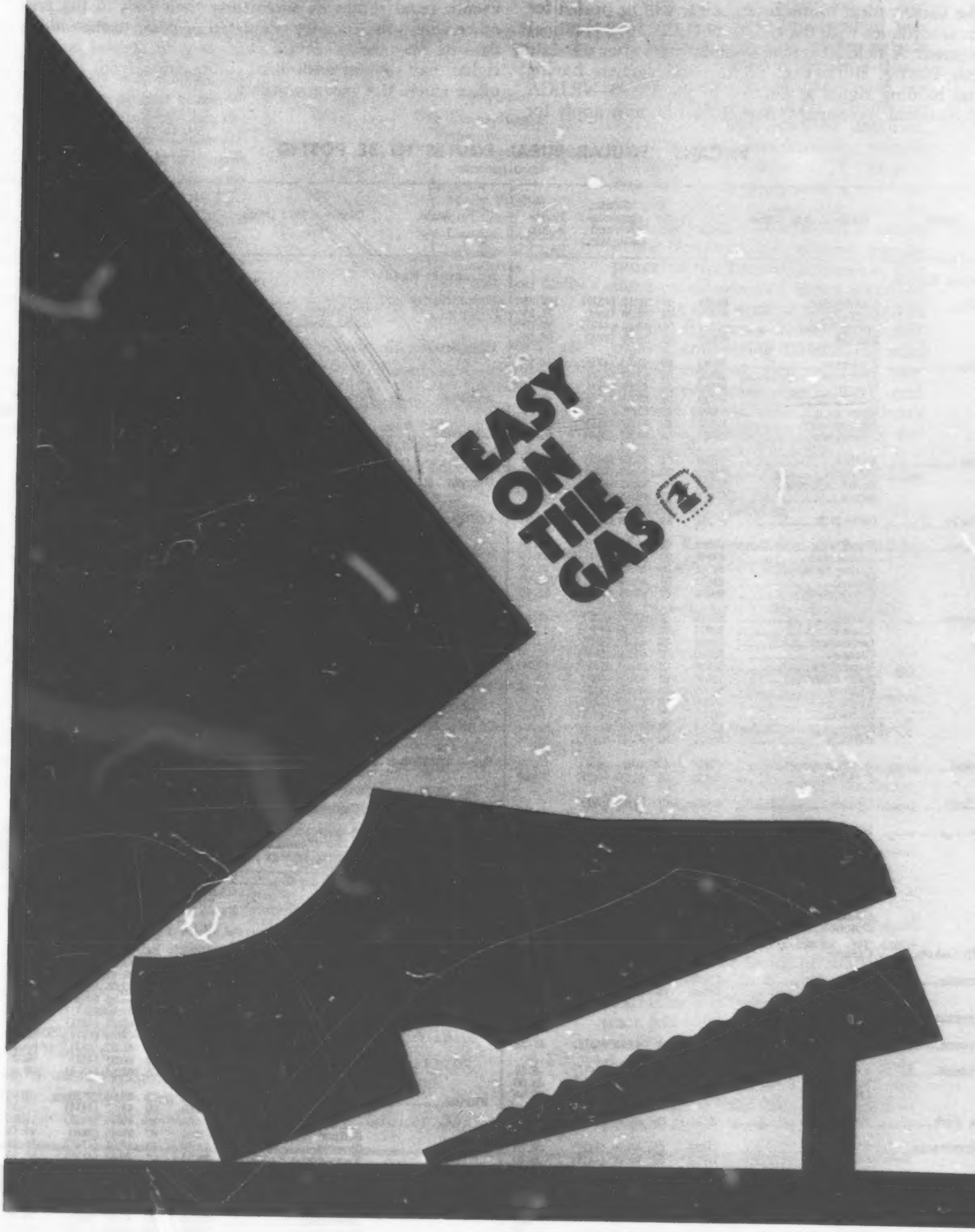
VACANT REGULAR RURAL ROUTES LISTING NO. 80-40

The vacant rural routes listed below will be posted for bid in accordance with the USPS-NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this POSTAL BULLETIN. Those rural carriers having special bidding rights as defined in the USPS-NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
CENTRAL REGION					
Illinois	Cambridge	61238	01	46:12 (46H)	102.35
	Morrison	61270	04	34:59 (35S)	71.55
	Spring Valley	61362	01	43:40 (44H)	51.00
	Enfield	62835	02	38:29 (38S)	95.25
Indiana	Anderson	46011	09	43:28 (43H)	40.25
	Pierceton	46562	02	41:44 (42H)	70.25
	Warsaw	46580	03	43:39 (44H)	55.45
	Cromwell	46732	01	45:18 (45H)	65.75
	Wabash	46992	03	41:34 (42H)	68.55
	Montgomery	47558	02	44:53 (41J)	85.15
	Petersburg	47567	03	35:33 (36S)	51.55
Kansas	Holton	66436	03	33:43 (34S)	78.10
	Emporia	66801	02	39:28 (39S)	93.71
	Medicine Lodge	67104	01	37:45 (38S)	124.65
	Salina	67401	06	40:35 (41S)	105.25
Kentucky	Olive Hill	41164	04	36:58 (37S)	69.25
Michigan	Davisburg	48019	03	39:17 (39H)	33.90
	Kalamazoo	49001	02	51:50 (43K)	38.75
	Spring Arbor	49283	01	38:43 (39H)	28.90
	Branch	49402	01	45:12 (45H)	108.20
	Traverse City	49684	07	59:45 (48K)	55.40
Minnesota	Altura	55910	01	47:03 (43J)	107.05
	Kasson	55944	01	42:59 (43H)	82.40
	Lanesboro	55949	02	42:39 (43S)	112.35
	Cloquet	55720	02	55:50 (47K)	72.30
	Hendricks	56136	01	40:21 (40S)	92.90
	Lake Wilson	56151	01	43:00 (43S)	105.15
	Willmar	56201	05	48:58 (45J)	23.20
	Appleton	56208	03	42:32 (43S)	118.35
	Marietta	56257	01	44.22 (44H)	126.40
	Spicer	56288	01	51:40 (43K)	68.10
	Bemidji	56601	02	51:47 (43K)	100.10
Missouri	Bowling Green	63334	03	40:24 (40S)	73.75
	Bourbon	65441	01	44:20 (44H)	70.00
Nebraska	Union	68455	01	47:20 (43J)	110.57
Ohio	Newark	43055	08	43:29 (43H)	68.95
	Toledo	43616	05	55:37 (46K)	39.40
	Medina	44256	11	42:19 (42H)	34.00
	do	44256	12	36:38 (37S)	31.00
	Southington	44470	02	50:43 (46J)	36.00
	Bellville	44813	02	47:44 (44J)	67.50
	Galion	44833	01	51:22 (43K)	59.10
	Gallipolis	45631	04	38:43 (39H)	39.95
	Delphos	45833	02	42:00 (42H)	63.60
South Dakota	Colome	57528	01	44:29 (44H)	138.80
Wisconsin	Manitowoc	54220	02	45:13 (45H)	64.65
	Cashton	54619	02	34:05 (34S)	62.60
EASTERN REGION					
Delaware	Dover	19901	03	44:43 (45H)	51.45
Maryland	Poolesville	20837	03	35:59 (36H)	6.54
	Baltimore	21233	14	55:09 (46K)	28.00
	Dumfries	22026	04	51:17 (43K)	25.45
New York	Parish	13131	02	45:19 (45H)	60.50
Pennsylvania	Meadville	16335	01	46:29 (46H)	46.25
	Clearfield	16830	01	43:47 (44H)	30.40
	Annville	17003	01	43:43 (44H)	26.70
	Lebanon	17042	01	40:31 (41H)	34.90
	Selinsgrove	17870	03	45:34 (46H)	62.00
	Wyalusing	18853	03	46:35 (43J)	109.80
West Virginia	Leon	25123	01	32:35 (33S)	66.10
	do	25123	02	28:59 (29S)	55.60
	Sandyville	25275	02	30:53 (31S)	55.50
NORTHEAST REGION					
Massachusetts	Southwick	01077	04	35:06 (35S)	28.30
	Plymouth	02360	01	44:13 (44H)	33.74
	South Easton	02375	01	43:49 (44H)	22.10
Connecticut	Manchester	06040	02	43:20 (43H)	30.65
SOUTHERN REGION					
Alabama	Scottsboro	35768	02	46:50 (43J)	78.80
	Centre	35960	03	44:47 (45H)	75.55
Arkansas	Batesville	72501	02	48:53 (41K)	79.75
Florida	Jacksonville	32202	04	44:53 (45H)	26.00
Georgia	Lavonia	30553	02	41:51 (42H)	77.85
	Waycross	31501	05	41:02 (41H)	37.05
Louisiana	Bogalusa	70427	03	50:43 (42K)	72.00
	Jennings	70546	01	41:09 (41H)	95.00
	do	70546	02	41:33 (42H)	70.60
	Welsh	70591	02	45:35 (42J)	95.90
	Delhi	71232	02	49:26 (45J)	122.35
Mississippi	Oakland	38948	02	38:00 (38S)	94.10
	Meridian	39301	07	53:33 (45K)	84.15
	Taylorsville	39168	01	48:24 (44J)	99.65
Oklahoma	Guthrie	73044	01	48:14 (44J)	108.50
	Norman	73069	08	42:43 (43H)	44.70
	do	73069	09	41:04 (41H)	44.35
	Oklahoma City	73125	17	38:52 (39S)	39.35
	Ada	74820	02	46:06 (46H)	89.60
	Wilson	73463	01	42:38 (43S)	112.35
	Elk City	73644	01	39:11 (39S)	82.25
	Tahlequah	74464	04	46:55 (43J)	77.00
	Colbert	74733	01	48:50 (45J)	90.00
South Carolina	Gaffney	29340	07	51:59 (43K)	76.35
	Summerville	29483	09	39:12 (39S)	40.85
	do	29483	10	40:37 (41H)	40.25
Tennessee	Henderson	38340	02	40:56 (41S)	91.80
Texas	Annona	75550	01	32:07 (32S)	75.00
	Mount Pleasant	75455	02	53:25 (45K)	96.05
	Sulphur Springs	75482	03	38:11 (38S)	78.60
	do	75482	05	54:37 (46K)	99.35
	Conroe	77301	07	47:34 (44J)	49.15
	do	77301	22	41:26 (41H)	29.35
	Summerville	77879	02	37:09 (37S)	89.50
Alabama	Crossville	35962	02	48:55 (45J)	53.34
Arkansas	Smackover	71762	01	28:47 (29S)	84.10
	Scott	72142	01	48:56 (45J)	85.95
	Ward	72176	02	39:49 (40H)	74.10
	Austin	72007	01	42:05 (42H)	71.65
	Brinkley	72021	01	55:45 (46K)	116.05
	Mountain Home	72653	07	45:10 (41J)	46.40
	do	72653	08	42:31 (43H)	50.30
	do	72653	09	42:24 (42H)	61.30
	Hackett	72937	01	45:57 (42J)	85.98
	Fayetteville	72701	02	50:31 (46J)	56.30
	Waldron	72958	01	42:35 (43H)	100.30
Florida	Milton	32570	12	37:05 (37S)	45.85
	Port Richey	33568	09	43:51 (44H)	17.55
	do	33568	10	40:54 (41H)	31.65
	Seffner	33584	07	35:44 (36S)	17.15
	Tampa	33602	11	43:21 (43H)	15.15
	Fernandina Beach	32034	01	40:57 (41H)	58.25
	do	32034	02	40:34 (41H)	41.75
	Floral City	32636	03	43:30 (44H)	44.40
Georgia	Lithonia	30058	06	48:15 (40K)	68.00
	Rockmart	30153	03	47:27 (43J)	76.85
	Swainsboro	30401	03	43:49 (44H)	105.20
	Commerce	30529	03	42:11 (42H)	83.15
	Morganton	30560	01	41:46 (42S)	94.30

Continued on p. 9


EASY
ON
THE
GAS

VACANT REGULAR RURAL ROUTES TO BE POSTED—Continued

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
Georgia	Crawfordville	30631	01	30:44 (31S)	79.10
	Rutledge	30663	01	36:21 (36S)	74.50
	Chatsworth	30705	03	42:16 (42H)	63.25
	do	30705	06	41:38 (42H)	48.85
Louisiana	St. Landry	71367	01	31:51 (32S)	54.65
	Converse	71419	01	45:47 (46H)	118.50
	Lockport	70374	01	45:51 (46H)	39.45
	do	70374	02	45:05 (45H)	49.85
	Angie	70426	01	45:46 (46H)	98.30
North Carolina	Goldsboro	27530	03	47:47 (44J)	45.35
	Huntersville	28078	04	38:58 (39S)	49.00
	Lincolnton	28092	07	46:54 (43J)	47.00
	Rockwell	28138	02	52:50 (44K)	63.00
	Salisbury	28144	03	47:49 (44J)	53.00
	Morganton	28655	09	47:16 (43J)	42.00
	Warrensville	28693	01	47:14 (43J)	83.00
	Fayetteville	28302	05	47:44 (44J)	85.35
	Clinton	28328	05	46:57 (43J)	74.80
	Faison	28341	02	46:09 (46H)	78.70
	Candler	28715	01	48:57 (41K)	51.00
Oklahoma	Yukon	73099	06	44:05 (44H)	27.45
	Enid	73701	05	50:12 (46J)	89.24
South Carolina	St. Matthews	29135	02	53:53 (45K)	95.50
	Piedmont	29673	02	43:56 (44H)	56.30
	Bradley	29619	01	39:37 (40S)	104.60
Tennessee	Cottontown	37048	02	44:00 (44H)	68.75
	Lewisburg	37091	03	49:40 (46J)	64.30
	North Johnsonville	47134	03	39:48 (40S)	50.10
	Maryville	37801	10	40:39 (41H)	29.15
	Rogersville	37857	05	39:43 (40S)	77.25
	Oneida	37841	03	43:19 (43H)	60.65
	Knoxville	37901	14	53:02 (44K)	39.50
	Memphis	38101	09	45:37 (46H)	33.20
	Bradford	38316	02	35:34 (36S)	62.14
Texas	Pittsburg	75686	04	46:20 (46H)	90.20
	Tyler	75710	10	45:32 (46H)	56.20
	Buffalo	75831	02	38:58 (39S)	104.70
	Laredo	78041	01	41:18 (41H)	18.30
	Brownsville	78520	06	39:35 (40H)	19.25
WESTERN REGION					
California	Jamul	92035	01	44:16 (41J)	53.50
	Fillmore	93015	02	46:58 (43J)	36.55
	Bakersfield	93302	02	54:23 (45K)	120.60
	Kerman	93630	03	50:46 (46J)	88.60
	Soledad	93960	01	29:35 (30S)	68.60
Idaho	Buhl	83316	02	41:07 (41S)	77.10
	Jerome	83338	01	43:40 (44H)	101.55
	do	83338	02	42:25 (42H)	72.40
	do	83338	03	45:18 (42J)	116.35
	Kamiah	83536	01	42:37 (43H)	94.00
	Sandpoint	83864	01	51:07 (43K)	80.95
Oregon	The Dalles	97058	03	50:42 (42K)	79.80
	Otis	97368	01	43:08 (43H)	30.70
Washington	Bellingham	98225	02	42:54 (43H)	34.70
	Shelton	98584	03	46:28 (43J)	43.05
	Davenport	99122	03	28:28 (28S)	81.10
California	Sanger	93657	02	42:20 (42H)	57.35
Idaho	Pocatello	83201	01	46:18 (46H)	54.85
	MC Cammon	83250	01	37:46 (38S)	80.95
Montana	Charlo	59824	01	50:36 (42K)	120.25
Oregon	Hillsboro	97123	04	40:57 (41H)	48.50

*The "Route Classification and Evaluation" published in this POSTAL BULLETIN may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

—Labor Relations Dept., 9–11–80.

UNIFORM PROGRAM—LICENSED VENDOR LISTING

Each of the following uniform vendors has received a vendor's license since distribution of Publication 136, *Licensed Vendor Listing*. These lists must be posted where they are readily available for employees to read.

Anna's Uniform Shop	13540 Woodward Avenue	Highland Park	MI 48203
Frank's Shoe Store	244 Main Street	Chatham	NJ 07928
Gibbs for Men, Inc.	135 North Boulevard	Deland	FL 32720
Gordon's Shoes	107 East Ford	Osceola	AR 72370
John's Custom Tailoring	505 W. Quay Street	Port Huron	MI 48060
Kern's Company, Inc.	7280 Monaco	Commerce City	CO 80022
Kerring DBA/The Un-Uniform	Eastland Mall	N. Versailles	PA 15137
Kinney Shoes #3743	Southgate Mall C–6	Missoula	MT 59801
LeMoines Shoes	242 S. Central Avenue	Marshfield	WI 54449
Mountain Man Uniforms	44 Klondike Drive	Otis	MA 01253
Palace Shoe & Clothing Inc.		Sleepy Eye	MN 56085
Phils Shoes	68 Newport Avenue	East Providence	RI 02916
Salina Shoes	2089 South Salina Street	Syracuse	NY 13205
Shield Uniform Inc.	1631 Lincoln Way East—Suite L	South Bend	IN 46613
Steinle's	818 Main	Russell	KS 67665
Sue's Alteration Shop	400 St. Ferdinand Street	Florissant	MO 63031
The Temple Co.	628 West Franklin	Glencoe	MN 55336

—Labor Relations Dept., 9–11–80.

TURN DIALS ON PROTECTIVE EQUIPMENT FOUR COMPLETE TURNS.

POST OFFICE CHANGES NO. 28

(Supplemental to 1980 National ZIP Code and Post Office Directory.)

Abbreviations: B=Branch. C=City Delivery. Conv.=Converted. CPO=Community Post Office. Disc.=Discontinued. Estab.=Established. F=Finance. Fac.=Facility. I=Independent Post Office. IC=Independent City. MOU=Money Order Unit. MPO=Main Post Office. MR=Mailing Restrictions (from Part 125 DMM) apply. NP=Nonpersonnel. NZCD=National ZIP Code and Post Office Directory. P=Postal facility discontinued, name retained for address purposes. Resc.=Rescinded. S=Station. x=Classified. (Contract stations and branches do not have the symbol "x" following the symbol of type of installation.)

Symbols: (1)=Officially closed on date shown. Notice is for administrative record purposes. (2)=Officially established on date shown. Notice is for administrative record purposes. (3)=All services previously terminated. Date shown is official discontinued date for administrative purposes.

State	Name of post office	County/parish	Name of station, branch, or unit	Type S/B	ZIP Code	Change action	Effective date	Explanation of change
CA	San Francisco	San Francisco	APO 96202	B	96202	Add	8-22-80	APO estab. MR=A, B. (2)
CA	do	do	APO 96204	B	96204	Add	8-22-80	
CA	do	do	APO 96206	B	96206	Add	8-22-80	
CT	Hartford	Hartford	Unity Plaza	Sx	06120	Add	5- 1-72	Sx estab. to correct NZCD. (2)
DC	Washington	District of Columbia	National Visitor Center.	Sx	20013	Delete	10- 3-80	Sx disc. Retain ZIP Code. (1)
FL	Largo	Pinellas	Starkey Annex	Bx	33543	Delete	10- 3-80	Bx disc. Retain ZIP Code. (1)
FL	Miami	Dade	163d Street	B	33162	Delete	8-20-80	B disc. Retain ZIP Code. (1)
FL	Pompano Beach	Broward	North Lauderdale	B	33068	Add	8-20-80	B estab. (2)
GA	Atlanta	Fulton	USPS Bulk Mail Center.	B	30369	Delete	10- 3-80	B disc. Retain ZIP Code. (1)
HI	Honolulu	Honolulu	Navy Terminal Finance.	Sx	96818	Delete	10- 3-80	Sx disc. Retain ZIP Code. (1)
IN	Fort Wayne	Allen	Parcel Post Annex	Sx	46802	Delete	5-24-80	Sx disc. Retain ZIP Code. (1)
MI	Crystal Falls	Iron	National	B	49920	Add	1-22-80	B estab. (2)
MI	Detroit	Wayne	Detroit River	Sx	48222	Delete	10- 3-80	Sx disc. Retain ZIP Code. (1)
MI	Ishpeming	Marquette	North Lake	B	49849	Add	7- 1-80	B estab. (2)
NV	Searchlight	Clark	Cal-Nev-Ari	CPO	89046	Add	7-30-80	CPO estab. (2)
NJ	Dover	Morris	Randolph	B	07869	Delete	10- 3-80	B & ZIP Code disc. (1)
NY	New York	New York	Morgan	Sx	10001	Delete	10- 3-80	Sx disc. Retain ZIP Code. (1)
PR	San Juan	San Juan	65th Infantry	S	00936	Delete	7- 1-80	S conv. to Sx to correct NZCD.
PR	do	do	do	Sx	00936	Add	7- 1-80	
TX	Fort Worth	Tarrant	South Fort Worth	S	76128	Delete	8- 1-80	S disc. Retain ZIP Code. (1)
TX	Pampa	Gray	Cocenter	S	79065	Delete	7- 1-80	
VA	Richmond	IC	Hull Street	S	23224	Add	8- 1-80	S estab. (2)
WI	Milwaukee	Milwaukee	St. Francis	B	53207	Delete	8- 1-80	B disc. Retain ZIP Code. (1)
WI	De Pere	Brown	Ledgeview	B	54115	Add	7- 1-80	B estab. (2)
AS	Pago Pago	Tutuila	Leone	S	96799	Delete	7-30-80	S disc. Retain ZIP Code. (1)

—*Delivery Services Dept., 9–11–80.*

MAKE ANNUAL EXAMINATIONS OF ALL LOCKS AND KEYS TO ASSURE THAT INDIVIDUAL CLERKS' KEYS WILL NOT OPEN LOCKED DRAWERS, SAFE COMPARTMENTS, OR STAMP CABINETS OF OTHER EMPLOYEES.

MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices, including Inspection Service Forms 577, should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below). Destroy PB 21260 listing. **B. Old Style.** (Gray). **C. Counterfeit.** The listing from PB 21240 remains valid for both B. and C.

165 705 7000 to 7999
206 793 5600 to 6499
210 868 4500 to 4699
211 238 0459 to 0999
211 436 5608 to 5699
213 578 4229 to 4399
215 538 0200 to 0499
216 678 6072 to 6999
217 210 7100 to 7299
217 241 5400 to 5799
217 268 2574 to 2699
217 667 3400 to 3599
217 672 4200 to 4599
217 902 4181 to 4299
218 755 4591 to 4699
220 350 0000 to 0999
221 371 4600 to 4999
221 626 2100 to 2299
221 661 5318 to 5499
222 224 8100 to 8499
222 536 2000 to 2299
224 206 6395 to 6499
224 554 9830 to 0399
225 268 1655 to 1799
225 711 9700 to 9999
225 712 0000 to 0999
225 767 2000 to 2299
227 097 4600 to 4699
227 254 9800 to 0099
227 611 4000 to 4599
229 117 4866 to 4999
229 346 9900 to 9999
229 434 3500 to 3599
229 531 9700 to 9899
229 563 1918 to 1999
229 576 1800 to 1899
230 826 8683 to 8799
231 147 0883 to 1499
231 525 7893 to 7999
232 295 7249 to 7599
232 665 0292 to 0399
233 262 7907 to 7999
233 407 5872 to 5899
233 516 6100 to 6199
233 638 1200 to 1799
234 031 6456 to 6999
234 261 4500 to 4599
234 431 3655 to 3699
234 659 4000 to 4199
234 659 8700 to 8999
234 802 1060 to 1199
234 997 1000 to 1599
235 254 2060 to 2099
236 388 4842 to 5099
236 576 9520 to 9599
236 755 8000 to 8099
236 937 5803 to 5999
236 941 5400 to 5499
237 413 7500 to 7599
237 423 4111 to 4199
237 457 5600 to 5699
237 457 5800 to 5899
237 702 6823 to 6899
237 702 6921 to 6999
238 165 7700 to 7799
238 169 7587 to 7599
238 377 4508 to 4599
238 586 3100 to 3299
239 199 0700 to 1099
239 204 9916 to 9999
239 481 4728 to 4799
239 549 7116 to 7499
239 575 2000 to 2199
239 596 4800 to 4999
239 985 7000 to 7499
240 108 6501 to 6599
240 252 6400 to 6899
240 256 2900 to 3199
240 639 3561 to 3599
240 855 7000 to 7099
240 901 5900 to 5999
241 081 9274 to 9299
241 224 7209 to 7299
241 685 5124 to 5199
241 694 1800 to 1899
241 902 2600 to 2799
242 021 2262 to 2499
242 585 4155 to 4299
242 591 4500 to 4699
242 605 0000 to 0999
242 621 8314 to 8399
242 816 1337 to 1399
243 112 4109 to 4120
243 228 7200 to 7499
243 766 6730 to 6799
243 805 0000 to 0299
243 906 7800 to 8199
244 299 2000 to 2199
244 366 8800 to 8899
244 381 3024 to 3099
244 525 0719 to 0799
244 657 7700 to 7899
244 678 2333 to 2499
244 743 7100 to 7399
244 895 5575 to 5599
245 103 9300 to 9399
245 103 9400 to 9499
245 118 6754 to 6768
245 279 1420 to 1448
245 279 1510 to 1599
245 591 1626 to 1799
245 695 0346 to 0399
245 973 2677 to 2699
246 076 7300 to 7399
246 155 4048 to 4099
246 155 5000 to 5499
246 402 6511 to 6599
246 608 6300 to 6399
246 609 9545 to 9799
246 816 2600 to 2699
246 973 1372 to 1399
247 012 0500 to 0599
247 066 9300 to 9399
247 086 4200 to 4299
247 113 5635 to 5699
247 490 1960 to 1999
247 490 2086 to 2099
247 497 4000 to 4099
247 544 0200 to 0214
247 575 4400 to 4499
247 929 6417 to 6799
247 983 1511 to 1899
248 120 4322 to 4399
248 244 7246 to 7299
248 317 7624 to 7699
248 397 2163 to 2199
248 423 4864 to 4899
248 440 7916 to 7971
248 718 7317 to 7399
249 680 4872 to 4899
249 945 6900 to 6999
249 996 6000 to 6099
249 996 6300 to 6499
250 452 4971 to 4999
250 483 0600 to 0699
250 547 7046 to 7099
250 565 7029 to 7040
250 833 7200 to 7399
250 919 5218 to 5299
250 951 4340 to 4363
250 991 9778 to 9799
251 518 6281 to 6399
251 964 6056 to 6199
251 997 2913 to 2999
252 171 2041 to 2056
252 206 2101 to 2199
252 206 9532 to 9599
252 235 4400 to 4499
252 235 4581 to 4899
252 238 2299 to 2399
252 432 6988 to 6999
252 891 1159 to 1199
253 175 2670 to 2699
253 192 7311 to 7399
253 293 5931 to 5940
253 446 4033 to 4099
253 547 6013 to 6049
253 547 6054 to 6099
253 747 6924 to 6999
254 107 8590 to 8599
254 107 8913 to 8999
254 254 4490 to 4499
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256 695 0525 to 0599
258 444 7185 to 7199
258 480 2600 to 2899
258 618 0254 to 0299
258 643 2765 to 2774
258 950 5217 to 5299
258 950 5433 to 5499
259 084 1386 to 1399
259 227 0000 to 1499
259 340 0828 to 0999
259 628 0936 to 0999
259 745 1300 to 1499
259 783 7821 to 7899
259 825 5819 to 5899
259 950 3053 to 3099
259 950 3300 to 3499
260 012 7441 to 7499
260 039 2699 to 2999
260 144 7415 to 7499
260 198 2856 to 2898
260 324 9000 to 9099
260 479 3500 to 3599
260 743 5000 to 5099
261 002 6451 to 6499
261 052 5271 to 5299
261 175 6200 to 6299
261 459 5800 to 5899
261 459 6722 to 6799
261 533 2067 to 2299
261 954 6334 to 6399
262 949 9200 to 9299
800 502 3000 to 3999
800 941 7900 to 7999
801 278 3600 to 3999
801 579 6056 to 6098
801 629 1900 to 1999
802 029 5199 to 8999
802 265 0575 to 1999
802 774 0000 to 4999

U.S. GOVERNMENT PRINTING OFFICE : 1980 O - 310-201 (49)

UNITED STATES POSTAL SERVICE
WASHINGTON, D.C. 20260
OFFICIAL BUSINESS

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U.S.MAIL

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21263

UNITED STATES POSTAL SERVICE U.S. MAIL

postal bulletin

PB 21263—September 18, 1980—12 Pages

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1981 Combined Federal Campaign

This month the Postal Service will begin its seventeenth consecutive year as a major supporter of the goals and programs of those health and welfare organizations which constitute the Combined Federal Campaign.

Through generous contributions, the Postal Service, and other federal agencies, supports this annual charity drive. Last year Postal Service employees contributed over 9.8 million dollars to more than five hundred Combined Federal Campaigns, for an overall increase of 4% from our previous effort. We were one of the few agencies which increased contributions to these vital charitable organizations.

As U.S. Postal Service Chairman for our 1981 Combined Federal Campaign, I encourage each employee to participate in this worthwhile program and endorse payroll deductions as the most convenient method of sharing.

With your active cooperation and support, I am confident that our 1981 Combined Federal Campaign efforts will be highly successful.

WILLIAM F. BOLGER
Postmaster General.

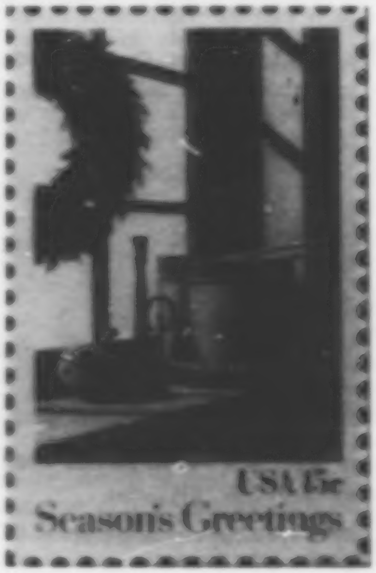
Inspection Service Appointment

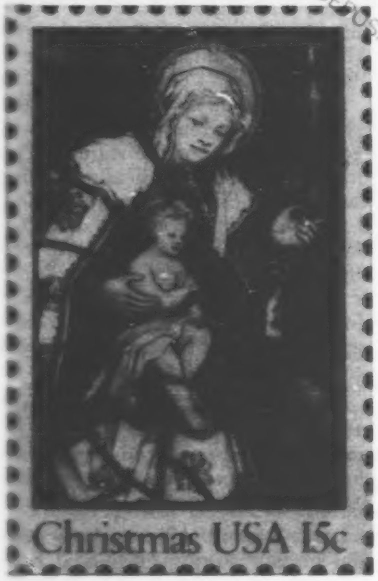
The following appointment was effective September 6, 1980. **Eric G. Larsen**, Inspector in Charge, Seattle Division.

—Inspection Service, 9–18–80.

15-Cent Christmas Postage Stamps

Do Not Sell Before November 1, 1980





Copyright U.S. Postal Service 1980

Sizes: .84 x 1.44 inches each.
Issued: In panes of 50.
Colors: Season's Greetings—yellow, green, red, brown and black.
Art Masterpiece—yellow, flesh, red, blue, gray and black line.
Marginal markings: Five plate numbers—Season's Greetings; Six plate numbers, Art Masterpiece © United States Postal Service 1980. Use correct ZIP Code, and Mr. ZIP®.
Designers: Bob Timberlake (Season's Greetings); Esther Porter (Stained Glass).

Description. The 1980 Christmas stamps will be placed on sale October 31, 1980, in two separate locations. The contemporary design stamp, showing antique toys on a window sill, will be issued in Christmas, MI 49862. The Art Masterpiece stamp depicting a detail from a stained glass window in the Washington Cathedral will be issued in Washington, DC 20013.

Collectors. First-day-cover cancellations may be obtained by one of these methods:

a. *Customers Affixing Stamps.* Customers are encouraged to purchase the stamps at their local post offices and affix them to their own envelopes. All envelopes must be addressed. Peelable address labels are recommended and a filler card of postal card thickness should be inserted in each cover. Orders must be postmarked by November 15, 1980, and addressed to First-Day Cancellations, Postmaster, Christmas, MI 49862 (or Washington, DC 20013 for the Art Masterpiece stamp). No remittance is required. Covers sent to either first-day city for cancellation must bear the stamp issued in that city. They may also bear the Christmas stamp issued in the other city, or any other previously issued mint stamp. Covers sent to either city bearing only the stamp issued in the other city will be returned unserviced.

b. *Postal Service Affixing Stamps.* Request first day cancellations from:

Season's Greetings Stamp, Postmaster, Christmas, MI 49862.

Art Masterpiece Stamp, Postmaster, Washington, DC 20013.

Continued on p. 2

P 1.3:

Continued from p. 1

(See POM 224.53) Requests must be postmarked not later than November 15, 1980. The Postal Service will affix only the stamp being issued in the first day city to which the orders are addressed. Remittance is required for the face value of each stamp. Selected United States mint stamps will be available at the Philatelic Sales Division, Washington, DC 20265, beginning October 31, 1980, for the Art Masterpiece stamp and November 1, 1980 for Season's Greetings.

Supply. All post offices under the automatic distribution system will receive a supply of the stamps. The quantity to be automatically supplied each post office will be approximately 8 times the amount (four times for Season's Greetings, item *529* and four times Art Masterpiece, item *530* that is being furnished on the automatic distribution of a 50-subject commemorative postage stamp for straight stock, excluding 4-position stock.

Before requisitioning additional stock of the 1980 Christmas stamps, post offices should consider using their remaining inventory of the 1979 Christmas stamps.

Post offices with 950 or more revenue units requiring additional bulk quantities of Christmas stamps, items 529 and 530, should immediately requisition on Form 3356, Stamp Requisition-Bulk Quantities, from the Bureau of Engraving and Printing. Any requisitions for Christmas stamps received after October 31, 1980, will be filled only if stock is available. Requisitions must be for quantities of 5,000; 10,000; 15,000; 20,000; 25,000; 50,000; 75,000; 100,000; 125,000 and multiples of 125,000 stamps to the maximum of 5,000,000. The filling of requisitions for additional bulk quantities of Christmas stamps will be withheld until completion of the automatic distribution.

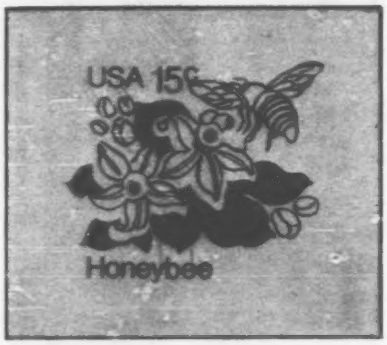
All post offices requiring additional stamps in less than bulk quantities requisition on separate Form 17, *Stamp Requisition*, from their designated stamp distribution office on next scheduled requisitioning date.

Panels. A limited number of 8½ by 11¼-inch commemorative series stamp panels will be available only through mail order from the Philatelic Sales Division, Washington, DC 20265. The panels are printed on heavy art paper suitable for mounting.—*Customer Services Dept., 9–18–80.*

15-Cent Honeybee Embossed Stamped Envelope

Description. The 15-cent Honeybee commemorative stamped envelope will be first placed on sale at Paris, IL 61944 on October 10, 1980. Details of the orangeblossom and the honeybee are embossed in white. The leaves and the word "Honeybee" are in green, with yellow in the center of the blossoms. USA 15¢ is printed in brown.

Do Not Sell Before Oct. 11, 1980



Copyright U.S. Postal Service 1980

Sizes: 6¾—3⅝ x 6½ inches.
10—4⅛ x 9½ inches.
Colors: Yellow, green and brown.
Designer: Jerry Pinkney.

Collectors. Request first day cancellations from: Honeybee Envelopes, Postmaster, Paris, IL 61944. To eliminate the requirement for Postal Service personnel to apply return addresses, customers are requested to send self-addressed envelopes of an appropriate size or return address labels with their orders. Both sizes of regular envelopes will be serviced, but unless size 10 is stipulated, the cancellation will be on size 6¾. Requests must be postmarked no later than October 25, 1980 with the remittance to cover the cost of 18 cents per envelope.

For the benefit of collectors, the 15-cent Honeybee commemorative stamped envelope will be available at the Philatelic Sales Division, Washington, DC 20265, beginning October 11, 1980 at 18 cents each or minimum box lots of 500 plus postage and a handling charge of 50 cents. In addition to handling charge, there is also a $5 minimum purchase in effect at the Philatelic Sales Division. The box lot prices for 500 embossed stamped envelopes are as follows:

6¾ Regular	$79.50
10 Regular	80.50

Supply. *Plain envelopes*—There will be an automatic distribution made only to post offices with philatelic centers. All other post offices should order sufficient quantities of this envelope to meet anticipated local philatelic demand. Immediately submit Form 3205, *Requisition for Plain Stamped Envelopes,* to the U.S. Stamped Envelope Agency, Williamsburg, PA 16693, in accordance with the instructions in section 526, Handbook F–1, *Financial Handbook for Post Offices,* using *item* **614** for the size 6¾ and *item* **114** for the size 10. Orders will be filled as fast as manufacturing and distribution facilities permit.

Printed Stamped Envelopes—Postmasters may accept customers' requests for the 15-cent Honeybee embossed stamped envelopes with printed return addresses. Orders must be for minimum lots of 500. Allow the usual four weeks for delivery. No orders will be dispatched before October 10, 1980.—*Customer Services Dept., 9–18–80.*

Empty Sack and Pouch Processing

The Postal Service Training and Development Institute is preparing a training course showing proper methods and procedures for empty sack and pouch processing. This course is scheduled to be available at PEDC's in November 1980.

Preparatory to this course, it is necessary that sack and pouch racks for empty equipment be provided at shake out units or centralized examination and bundling units to provide for sorting of empty sacks and pouches by type and number. These sack and pouch racks should be equipped with printed headers identifying the type and number of sack or pouch, the number of empties to be stuffed or bundled therein, and labels as specified in the POSTAL OPERATIONS MANUAL, Exhibits 571.53 and 571.63.

MSC, SCF, AO, station and delivery unit managers are responsible for assuring that this equipment is in place by November 3, 1980.—*Mail Processing Dept., 9–18–80.*

Carrier Route Information System

The Carrier Route Information System (CRIS) has been redesigned. The new system will enable the Postal Service to maintain the National Scheme Tape (NST) more efficiently, improve data base quality, and respond more rapidly to changing requirements. The redesign is expected to be implemented in late September 1980. No changes in the record format of CRIS records in the National Scheme Tape will be made in the redesign. However, such changes will be considered in the future.

Change Only Tapes and Listings

The redesigned CRIS system will make available *change only* listings on magnetic tape and on hard copy every month beginning in October 1980. These listings or files are a collection of the records listed by type of transaction (add, delete or change) which the Postal Service uses to update its NST. *Change only* data may be ordered from the new CRIS Center in Memphis using Form 4645, *Delivery Schemes Request* shown on page 7 of this BULLETIN. All changes will refer to the last official scheme tape.

If *change only* data is used, all *change only* files, back to the last issue of the NST, must be processed sequentially by the date of the change. If, for instance, a mailer were to request *change only* data in December, the *change only* files released in October, November and December would be provided. The files would have to be processed in the order of publication to produce an accurate update.

Delivery Schemes Request Form

The new Form 4645, *Delivery Schemes Request,* should be used for all requests for CRIS data. Copies of the form are being forwarded to all current CRIS hard copy users. In approximately 90 days, additional blank forms will be available at the Memphis CRIS address. Until then, mailers may use the form provided on page 7 or may reproduce the form if more than one copy is needed. The Memphis address will accept CRIS requests in other formats only if all of the information called for on Form 4645 is submitted with the request.

Printed Schemes

Beginning on October 6, 1980, all requests for hard copy schemes are to be made using the *Delivery Schemes Request* form and are to be sent to:

CRIS
P.O. Box 14950
Memphis, TN 38114

Requests for copy schemes should no longer be sent to management sectional centers (MSCs). MSCs should immediately forward any requests which they receive to the Memphis address. **All mailers currently receiving hard copy schemes must reapply under the new system by completing Form 4645.**

National Scheme Tape

Mailers should continue to request scheme tapes from the San Bruno Postal Data Center as before. The address for NSTs continues to be:

General Manager
Management Services Division
CRIS Project
U.S. Postal Data Center
San Bruno, CA 94097

Form 4645, *Delivery Schemes Request,* should be used when ordering schemes from the San Bruno PDC.—*Delivery Services Dept., 9–18–80.*

Medical Provider's Claim

Form CA–1333, *Federal Employees' Compensation Program, Medical Provider's Claim Form,* has been developed by the Department of Labor for use in the payment of medical services and/or supplies.

This form was designed to expedite the processing of claims adjudication and bill paying by continuing automation of these functions. The use of this form by hospitals is optional.

Effective immediately, all bills must be submitted to the Department of Labor on Form CA–1333. Employees who are authorized by Form CA–16, *Requests for Examination and/or Treatment,* to obtain medical services and/or supplies should be furnished with two copies of Form CA–1333.

Injury compensation and other appropriate personnel should maintain an adequate supply of this form. It is available in your area supply center and may be secured through the normal order procedures.—*Employee Relations Dept., 9–18–80.*

Form 1079 Revised

A revised and updated Form 1079, Philatelic/Retail Sales and Physical Inventory Record was printed and distributed to the field on September 15. These new forms, dated August 1980, were distributed to all MSCs in the same manner as the earlier version. An additional supply will also be forwarded to the area supply centers before the end of A/P 13, so that MSCs can order any extra copies that may be required from the appropriate supply center.

In this regard, the notice on Form 1079 in POSTAL BULLETIN 21251 (6–26–80) needs clarification. The statement "If additional copies of Form 1079 are needed, they can be obtained from the Regional Retail Branch Manager in each Region" applied only to small quantity requirements for the forms needed in June to facilitate the PQ III submissions by MSCs. BULLETIN 21251 does not pertain to supplies of the forms that might be needed to complete the PQ IV submissions.

A new BULLETIN notice, including instructions for use of the revised Form 1079, will be issued approximately two weeks before the end of A/P 13.—*Customer Services Dept., 9–18–80.*

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DMM Revision

UNPAID MATTER IN MAIL RECEPTACLES

Regulations concerning unpaid articles found in mail receptacles are changed effective September 21, 1980. Therefore the following amendments are made to the DOMESTIC MAIL MANUAL:

146.12 *Mailable Matter Not Bearing Postage Found in the Mail.*

* * * * *

.123 Except as provided in 146.123a or b, mailable matter not bearing postage (including but not limited to parcels, newspapers and magazines, books, and records) intended for delivery by a private delivery company but found in collection boxes or other receptacles designated for the deposit of mail by the public or in any facilities or mail processing operations of the Postal Service, will be returned as promptly as possible to the sender postage due, and not delivered to the addressee or returned to the private delivery company. Address correction service or forwarding service will not be provided. Postage due, rated according to 146.221c, will be determined by computing postage due from the point at which the unpaid mailable matter entered the mail to the sender's location. However, when the entry point of the unpaid mailable matter is unknown, postage due will be computed from the point where it was first found in the mail to the sender's location.

a. If the sender cannot be identified or if mailable matter is refused by sender, the procedures in 159.5 will be followed.

b. If it appears that mailable matter was inadvertently delivered to a post office, the private delivery company will be notified as promptly as possible to pick up the matter by the close of the company's next working day. If the company fails to do so, the matter will be returned to sender postage due.

2. In 146.2, revise .22 to read as follows:

146.2 *Mailable Matter Not Bearing Postage Found in or on Private Mail Receptacles.*

* * * * *

.22 *Collection of Postage.*

.221 General

Except as permitted in 156.58, any mailable matter not bearing postage found in, upon, attached to, supported by, or hung from the private mail receptacles described in 151.1, is subject to the payment of the same postage as would be paid if carried by mail. For mailable matter not bearing postage found in the mail, see 146.12.

.222 *Distribution to less than complete route.*

When there is a distribution of pieces to some, but not all, addresses on a route, they will be handled as follows:

a. Each piece will be taken to the delivery unit.

b. The date and approximate time of finding will be recorded on the piece. If the address where the piece if found is different from the address, if any, on the label, the address where found will be recorded, as well as the approximate time and date.

c. Postage on each piece found will be computed as follows:

(1) First-Class Matter. First-class rates will be applied to matter which would require first-class postage if mailed.

(2) Second-Class Publications. The transient rate in 411.42 will be applied.

(3) Controlled Circulation Publications. The applicable single piece third-class or fourth-class rate in 611.11 or 711 will be applied.

(4) Books, Records, Circulars, Catalogs, and Merchandise. If the piece weighs less than 16 ounces, either the single piece third-class rate, or the applicable fourth-class rate, whichever is lower, will be applied. See 611.12. If the piece weighs 16 ounces or more, the applicable fourth-class rate will be applied.

.223 *Distribution to all or substantially all addresses on a route.*

If there is a distribution of identical pieces to all or substantially all addresses on a route, only two copies, each dated, initialed, and marked with the address where found, will be taken to the office along with a written notation of the total number of identical pieces observed on the route. The postmaster must prepare a memorandum showing the details to support the claim of postage, which will be computed in accordance with 146.222c.

.224 *Request for payment.*

a. If there is reason to believe that a private delivery firm or an individual within the delivery area of the post office is responsible for the delivery, the local postmaster will notify the firm or individual as promptly as possible concerning the number of pieces and the amount of postage due. The applicable provisions of this manual will be explained. If the firm or individual receiving a request for postage offers objection that these regulations have not been applied properly in the particular case, the facts will be investigated before any action is taken. If, within five days after receiving a request for the postage, or within five days after receiving a renewed request following investigation of an objection, the firm or individual agrees to pay the postage due, payment will be accepted and the articles will be delivered to the addressees. The firm or individual paying the postage may choose to redeliver the pieces rather than have the Postage Service deliver them. Receipt for payment will be handled in accordance with 146.224c. If the pieces are found to have been removed improperly, they will be delivered without postage charge.

b. If the firm or individual responsible for delivery is not known or if the firm presented with a request fails to pay the postage, the pieces will be returned as promptly as possible to the publisher or manufacturer, postage due, with each piece endorsed to show that the articles were found in or on the addressee's mailbox without postage. If a publisher or manufacturer provides the name and telephone number of a person to contact about pieces found in mailboxes and orally or in writing guarantees payment of postage, the pieces will not be returned but will be redelivered promptly to the addressees. If the pieces are refused by the publisher or manufacturer or if the publisher or manufacturer is unknown, the procedures in 159.5 will be followed.

c. An equivalent amount of postage due stamps affixed to a sheet of paper and properly canceled as a receipt for money collected will be given the person or firm paying postage. If payment is in the form of uncanceled stamps or meter stamps, they will be affixed to a sheet, canceled and returned as a receipt for payment. No other receipt will be issued.

Continued on p. 5

Continued from p. 4

151.1 *Designation As authorized Depository.*

Every letterbox or other receptacle intended or used for the receipt or delivery of mail on any city delivery route, rural delivery route, highway contract route, or other mail route is designated an authorized depository for mail within the meaning of 18 U.S.C. sections 1702, 1705, 1708, and 1725, except that door slots, and nonlockable bins or troughs used in connection with apartment house mailboxes are not letter boxes within the meaning of 18 U.S.C. 1725 and not private mail receptacles within the meaning of 146.2. The post is not part of the receptacle.

A future revision to the DMM will incorporate these amendments.—*Customer Service Dept., 9–18–80.*

Distribution of Handbook F–1

All main post offices and classified stations and branches should have copies of Handbook F–1, *Financial Handbook for Post Offices,* TL–9. Because of distribution problems, some main post offices and classified stations and branches will not receive copies automatically.

Offices that receive excess copies should return them to their management sectional center for re-distribution. For missing copies, first apply to your MSC. If copies are not available from your MSC, submit Form 1286, *Request for USPS Directives,* to the Directives and Forms Division (Washington, DC 20260). Clearly mark the envelope in red "F–1, TL–9 Request." Do not include requests for other directives on the Form 1286.—*Office of Management Services, 9–18–80.*

Special Cancellation

Postmasters who have special *Employ the Handicapped* die hubs are authorized to use them from October 1 through October 31, 1980. After that time the die hubs should be withdrawn from use and stored. Postmasters who do not have special die hubs must not request them without application by the sponsor.—*Rates & Classification Dept., 9–18–80.*

All Personnel Processing Mail for Dispatch Abroad

Foreign Order Notice 21

Keep all foreign order notices for use as reference.

A tentative *Lottery order* has been issued against:

CANADA

Pacific Western Services
1080 Homer Street
and
Circulation Department
P.O. Box 1390, Station A
Vancouver, B.C.

IRELAND

Co. Dublin

Mary Cunningham
19 Marine Drive
Sandymount

Dorothy Keating
19 Marine Drive
Sandymount

Anne Croke
19 Marine Drive
Sandymount

Peggy Garman
10 St. Cronans Grove
Swords

Teresa McCormick
10 St. Cronans Grove
Swords

Eileen Kinsella
10 St. Cronans Grove
Swords

Peggy Murphy
54 Hollybank Avenue
Ranelagh

Josephine Hogan
54 Hollybank Avenue
Ranelagh

Co. Wicklow

Mary Martin
Woodbrook—Golf Club
Bray

Una Murnane
Golf Club—Woodbrook
Bray

Kathleen Hegarty
Golf Club—Woodbrook
Bray

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to the Postmaster of New York, NY 10001, Attention: Claims, Inquiry and Undeliverable Mail, Room 4508. Do not place any endorsement on the mail pieces themselves.

Final Orders

Tentative *Lottery orders* against the following have become final:

CANADA

Beaver Mail Order Services, Inc.
Box 2029, Main Post Office
and
Circulation Dept.
Box 34030, 2405 Pine St.
and
Box 309, Station A
Vancouver, B.C.

Master Marketing
Box 1137, 701 W. Hastings St.
and
M.P.O. Box 4264, 394 W. Georgia St.
Vancouver, B.C.

IRELAND

Ann Carew
23 Castle Court
Booterstown
Co. Dublin

Mrs. Moira Morton
37 Ardnamara
Salthill, Galway

W. GERMANY

Treutinger
Streitelsfinger Str. 5
D–8990 Lindau/B.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all SCFs and designated International Exchange Offices.—*Judicial Officer, 9–18–80.*

Women's Mint Set

A new philatelic product, the Women's Mint Set, Item 948, will be placed on sale October 15, 1980, at all philatelic centers and by mail order from the Philatelic Sales Division, Washington, DC 20265.

The Women's Mint Set contains nine mint-condition stamps, a postal card, and an illustrated booklet. The booklet describes the women who have been the subject of 47 stamps (including this set) and one postal card issued to date. The selling price of this item is $3.00.

This product will be furnished through automatic distribution only to post offices with philatelic centers. An 11" x 14" counter card will also be distributed to these offices to support the sale of this mint set.—*Customer Services Dept., 9–18–80.*

Domestic Order

False Representation. Enforced by postmaster at city listed.

State/City	*Name Covered*
PA, Spring Grove 17362	Ferndale Nurseries Post Office Box 98

—*Judicial Officer, 9–18–80.*

NWRS REVISIONS—FY 1981

Several revisions to the National Workhour Reporting System (NWRS) will become effective the start of FY 1981. These revisions are the result of recommendations from the regions and Headquarters functional organizations. They provide increased visibility in many areas and consistency between NWRS and other financial reports such as the Postal Service Financial Report (PSFR).

1. Labor Distribution Code (LDC) Revisions

New LDCs

07—Limited Duty

35—Clerical-Vehicle Maintenance

36—Clerical-Vehicle Operations

49—Mail Mark-up

69—Rehabilitation

90–97—Training (one LDC per function).

Replaced LDC 27—Mail Mark-up with LDC 49

LDC 63—Training with LDCs 90–97.

The LDC/MOD Operation Number Matrix is revised as follows:

LDC	*Description*	*MOD Opns*
07	Limited Duty	959
31	Supervision	758–760
32	Craft—Veh Maint	615, 761, 762
34	Vehicle Operators	765, 766
35	Clerical—Veh Maint	763
36	Clerical—Veh Opns	764
49	Mail Mark-up	795–797
69	Rehabilitation	958
90	Training—PM	780
91	Training—MP	781
92	Training—DS	782
93	Training—VS	783
94	Training—CS	784
95	Training—A&F	785
96	Training—ELR	786
97	Training—F&M	787

New MOD Operation Numbers are:

758—Manager, Fleet Operations
759—Supervision—Fleet Operations
763—Clerk-VMF
764—Clerk-MVS
765—Motor Vehicle Operators
766—Tractor Trailer Operators
780–787—Training (one per function)
958—Rehabilitation
959—Limited Duty

Operation numbers 743, 788 and 789 are no longer valid.

New LDCs

07—Limited Duty Workhours of all employees who are recovering from a job related injury or illness and who are not able to perform their regularly assigned duties. Also, workhours of employees who are on OWCP but are able to work in a part-time (less than 8 hours per day) capacity. Limited duty workhours are excluded from the calculation of NWRS productive hours.

69—Rehabilitation. Workhours of all employees rehired under the joint USPS/DOL Rehabilitation Program, who have a permanent partial disability. Rehabilitation workhours are excluded from the calculation of NWRS productive hours.

PSDS Transaction Code (TR) 8–6, Labor Distribution Code Change, has been revised to accept the new LDCs. PSDS T & A programs will automatically convert employees coded with LDC 27 to LDC 49. All other LDC changes must be entered via TR 8–6. Timecard offices must enter all necessary LDC changes on Forms 1230A or 1230B.

LDC changes entered via Forms 1230 A & B or PSDS TR 8–6 will be effective the week entered. This means an LDC change entered in Week 1, of the pay period, will change Week 1 and every week thereafter. A change entered in Week 2 will change only Week 2 of that pay period, and every week thereafter.

Handbook F–21 and F–22, *Time and Attendance* and Handbook M–32, MOD System will be revised to include these changes.

2. NWRS Workhour Report

The NWRS workhour reports have been modified to include the new LDCs. A new function, 9—Training, has been added to display the training LDC's 90–97 and NWRS Default Code LDC 99. Totals for Function 9 exclude LDC 99. Training hours also appear in each function, as a non-add item, following the function totals.

The calculation of productive hours has been modified to exclude LDCs 07 (limited duty), 69 (rehabilitation) and 90–97 (training). LDCs 08 & 09 (management projects) are now included in the total of productive hours.

3. NWRS Labor Utilization Report

The LUR has been modified to include the new training function. This function appears as "9 TR" and includes LDCs 90–97. Training is followed by the default function "DFLT" which includes only LDC 99.

To provide consistency with the PSFR, non-productive hours (LDCs 07, 69 and 90–97) have been excluded from the workhours, for the calculation of the NWRS workhour rates. However, the corresponding dollars have been redistributed among functions 0–8 and are included in the *Dollars Paid* and *Benefits* columns, and are therefore included in the paid hour and workhour calculations for these functions. Therefore, data for training function 9 are excluded from office totals on the LUR.

The accounting period LUR has been reformatted to display all data by labor distribution code in addition to function totals. This change affects only the A/P LUR, the PP LUR format is not changed.

4. CAG H–L Report

To increase visibility over workhours in these offices, a CAG H–L report is produced for each MSC. The report is produced each pay period by the postal data centers, from the same data used to produce the CAG H–L Summary Workhour Report.

This report is generally referred to as the "one line report" because each office appears on a separate line. The one line report reflects only current period workhours by LDC. PLAN, SPLY, comparisons and cumulative (YTD) data are not displayed.

5. Handbook F–2, *Functional Management*

A new Handbook F–2, *Functional Management,* is being published to describe the National Workhour Reporting System. The F–2 contains detailed information on NWRS including responsibilities, LDC definitions, system inputs, report descriptions and illustrations, and a chapter on management utilization. The handbook is currently in printing and will be shipped to the field when available.

Due to the lead time required for printing, some of the revisions included in this article, do not appear in the F–2. Specifically, information on LDC 69—Rehabilitation, and the calculation of NWRS Workhour Rates. These items will be included in the next revision to Handbook F–2.—*Office of Management Services, 9–18–80.*

CARRIER ROUTE INFORMATION SYSTEM

DELIVERY SCHEMES REQUEST

The request for National or Regional Schemes-Tape (only) should be sent to General Manager, Management Services Division, CRIS Project, U. S. Postal Data Center, San Bruno, CA 94097.

The request for Hard Copy-Schemes, Hard Copy-Changes only and Tape-Changes only should be sent to CRIS, P. O. Box 14950, Memphis, TN 38114.

1. TYPE OF SCHEME INFORMATION NEEDED (Please check one of the following.)

☐ Scheme-Tape Z ☐ Scheme Changes Only-Tape X ☐ Scheme-Hard Copy Y ☐ Scheme Changes Only-Hard Copy

2. NAME OF THE FIRM (Not to exceed 24 characters)

3. STREET ADDRESS (Not to exceed 24 characters)

4. CITY (Not to exceed 20 characters)

5. STATE ABBREVIATION (2 characters)

6. ZIP CODE (5 characters)

7. ATTENTION (Name not to exceed 20 characters)

8. IS THIS A ONE-TIME REQUEST? (Please check one of the following.)

Y ☐ Yes N ☐ No

If the answer is "no", you will be sent copies of the schemes you have ordered each time they are updated.

9. SCHEMES ARE NEEDED FOR (Please check one of the following.)

0 ☐ National 1 ☐ Northeast Region 2 ☐ Eastern Region

3 ☐ Southern Region 4 ☐ Central Region 5 ☐ Western Region 6 ☐ 3-digit Area and/or ZIP Code

10. IF ALL SCHEMES FOR A THREE-DIGIT AREA ARE NEEDED, PROVIDE ITS CODE(S), e.g., NORTHERN VIRGINIA - 220, 221, 222, 223; CITY OF ALEXANDRIA - 223. (Maximum 10 items)

11. IF SCHEMES ARE NEEDED FOR A SINGLE CODED CITY (CITIES), OR ANY SPECIFIC ZIP(S) OF A MULTI-CODED CITY, PROVIDE ITS 5-DIGIT ZIP CODE(S). (Maximum 10 items)

12. IF SCHEMES ARE NEEDED ON A MAGNETIC TAPE, CHECK ONE BLOCK ON EACH OF FOLLOWING LINES.

(a) Tape Density (Bits Per Inch)

☐ 800 ☐ 1600 ☐ 6250

(b) Character Type

A ☐ ASCII ☐ EBCDIC

(c) Tape Tracks

☐ 7 ☐ 9

(d) Header Trailer Labels Desired

N ☐ No ☐ Yes

PS Form 4645
Sep. 1980

VACANT REGULAR RURAL ROUTES LISTING NO. 80–41

The vacant rural routes listed below will be posted for bid in accordance with the USPS–NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this POSTAL BULLETIN. Those rural carriers having special bidding rights as defined in the USPS–NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to office where the vacancy occurs on or prior to th date of the posting. Rural carriers with special rights may request additional information from office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
CENTRAL REGION					
Illinois	Lincoln	62656	03	42:36 (43H)	72.60
Indiana	Kokomo	46901	03	45:57 (46H)	83.83
	Lucerne	46950	01	45:34 (46H)	100.35
	Peru	46970	02	44:30 (45H)	78.25
	Seymour	47274	05	40:50 (41S)	79.64
	do	47274	07	36:01 (36S)	49.53
	Bloomington	47401	08	43:36 (44H)	13.95
	do	47401	12	46:20 (42J)	34.15
Michigan	New Baltimore	48047	08	42:32 (44H)	20.15
	Flat Rock	48134	01	43:08 (43H)	30.10
	Byron	48418	01	46:57 (46H)	72.30
	Croswell	48422	01	37:38 (38S)	70.57
	Fillion	48432	01	40:05 (40S)	95.30
	Lapeer	48446	04	48:56 (46J)	43.90
	Carson City	48811	02	37:19 (37S)	90.93
	Howell	48843	04	46:38 (43J)	59.55
Minnesota	Cannon Falls	55009	02	44:02 (44H)	87.55
	Hinckley	55037	03	50:36 (46J)	143.00
	Isanti	55040	02	49:24 (45J)	87.20
	Red Wing	55066	01	42:57 (43H)	77.65
	do	55066	02	42:27 (43H)	61.11
	do	55066	04	41:22 (41H)	48.82
	St. Paul	55124	07	42:00 (42H)	27.00
	Aitkin	56431	02	51:36 (43K)	85.65
	Backus	56435	02	31:46 (32S)	78.70
	Palisade	56469	02	56:19 (46K)	150.80
Nebraska	Chapman	68827	01	33:56 (34S)	80.35
	Gibbon	68840	02	40:08 (40S)	94.00
	McCook	69001	04	39:54 (40S)	87.51
	Madrid	69150	01	36:30 (37S)	112.05
	Bayard	69334	02	41:10 (41S)	103.15
Ohio	Columbia Station	44028	04	46:30 (43J)	29.55
	Bellevue	44811	01	41:50 (42H)	60.15
	Bucyrus	44820	01	43:18 (43H)	67.90
	Beaver	45613	01	37:34 (37S)	68.60
Wisconsin	Fredonia	53042	02	41:12 (41H)	27.72
	Sheboygan	53081	02	45:18 (45H)	52.35
	Janesville	53545	01	43:36 (44H)	69.25
	Hudson	54016	02	50:34 (46J)	67.50
	Prescott	54021	02	47:10 (43J)	82.80

State	Name of Post Office	ZIP Code	Route No.	*Route classifica- tion and evaluatio
EASTERN REGION				
Delaware	Milton	19968	02	44:08 (44H
Maryland	Owings Mills	21117	01	45:52 (46H
	Baltimore	21233	01	50:08 (46J)
New York	Cooperstown	13326	01	35:00 (35S)
	Croghan	13327	01	36:54 (37S
	Binghamton	13902	05	48:34 (45J)
	Painted Post	14870	01	44:56 (45H
	Wellsville	14895	02	45:09 (45H
Pennsylvania	Somerset	15501	03	43:22 (43H
	Buffalo Mills	15534	01	35:21 (35S
	Grampian	16838	01	45:44 (46H
	Lebanon	17042	03	40:06 (40H
	Lititz	17543	03	55:14 (46K
	Brackney	18812	01	46:04 (46H
	Quakertown	18951	02	46:53 (43J)
Virginia	Fredericksburg	22401	06	41:27 (41H
	do	22401	07	43:07 (43H
	do	22401	14	39:43 (40H
	Richmond	23234	16	44:01 (44H
	do	23234	17	43:15 (43H
	Roanoke	24022	07	45:31 (42J)
NORTHEAST REGION				
Massachusetts	Westminister	01473	01	47:31 (40K
	Groton	01450	01	44:06 (44H
	Littleton	01460	02	52:51 (44K
	Auburn	01501	01	52:48 (44K
	North Grafton	01536	01	55:06 (46K
	Mattapoisett	02739	02	67:22 (48K
	North Attleboro	02760	04	43:10 (43H
	Westport	02790	05	39:22 (39H
Maine	Bangor	04401	03	44:07 (44H
	Levant	04456	01	43:50 (44H
	Fort Kent	04743	02	37:00 (37S)
Connecticut	East Lyme	06333	01	54:38 (46K
New York	Accord	12404	02	32:22 (32S)
	Saratoga	12866	06	59:18 (48K

*The "Route Classification and Evaluation" published in this POSTAL BULLETIN may not be the most current. The actual pos contain the current "Route Classification and Evaluation".

—Labor Relations Dept., 9-

BE SURE THAT THE APPROPRIATE ZIP CO

IS ENTERED ON FORM 3575, CHANGE

ADDRESS ORDER

International Mail—Direct Sacks to One Addressee

Effective immediately, the minimum weight required for direct sacks of printed matter to one addressee in foreign countries is reduced from 22 pounds to 15 pounds. This reduced minimum weight limit will allow more mailers to use the "direct sack to one addressee" service. This change is also consistent with the lower minimum sack quantities for domestic bulk mail, announced in POSTAL BULLETIN 21214 (10–18–79).

Only (unregistered) printed matter being sent in quantity (minimum 15 pounds, maximum 66 pounds) to one addressee may be mailed in direct sacks. This service is available to all countries except Ethiopia.

Marking and Endorsing

Universal Postal Union regulations refer to "direct sacks to one addressee" as "M" bags. To help identify these direct sacks, in our postal service and foreign postal services, mailers must now place the letter "M" on the reverse of the tie-on address tag required by section 225.953 of Publication 42, *International Mail.*

These changes are effective immediately and a write-in change should be made to section 224.953 of Publication 42, *International Mail,* to reflect the marking and endorsing requirements for direct sacks. A write-in change should also be made to Table 3–5, Table 3–6, Table 3–7, Table 3–9 and Table 3–10 of Appendix A and section 224.91 of Publication 42, to reflect the 15 pound minimum weight limit for direct sacks to one addressee ("M" bags).—*Rates & Classification Dept., 9–18–80.*

Housing Surveys

The Federal Home Loan Bank Board Surveys (FHLBB) are conducted by the Postal Service under the *Interagency Agreement Between USPS and the FHLBB.* In keeping with this agreement, postal employees are not authorized to answer questions or release data regarding the housing surveys to anyone other than FHLBB employee. Refer all other requests regarding these housing surveys to:

Housing Survey Coordinator
Regional Processing Center
Federal Home Loan Bank of Indianapolis
P.O. Box 60
Indianapolis, IN 46206

—*Delivery Services Dept., 9–18–80.*

Ordering Precanceled Stamps

The Bureau of Engraving and Printing reports that many postmasters are not enclosing the memorandum required to identify a bulk stamp requisition as an order for precanceled stamps. Consequently, regular stamps without precanceling are shipped to the ordering post office, leading to further correspondence and additional shipping costs for the postmaster to obtain the requested items with precanceling.

See Section 523.13, d, Handbook F–1, *Financial Handbook for Post Offices,* for proper procedures in ordering precanceled stamps. The memorandum described in that section must accompany Form 3356, *Stamp Requisition—Bulk Quantities,* if precanceled stamps are desired.—*Customer Services Dept., 9–18–80.*

Form 50 for Merit Increases

Effective pay period 22, 1980, Forms 50, *Notification of Personnel Action,* for all merit increases will be automatically produced by the Employee and Labor Relations Information Centers (ELRICs) for those EAS employees in the FY 81 regular merit process. The ELRICs will also automatically produce Forms 50 for the second step of EAS employees (in the step process) who were rated outstanding.

The ELRICs will distribute a report of merit actions scheduled for processing to each MSC three pay periods in advance of: (a) scheduled merit increases for employees in the regular merit process and (b) scheduled second steps for employees in the step process who were rated outstanding. The PDC will continue to distribute a step increase turnaround report for the first step of employees in the step process.

The ELRIC report titled *Merit Actions Scheduled for Processing* requires no action if the information shown is correct and there are no changes to be made. If there are corrections or changes, a memorandum stating the reasons for such action should be attached to a copy of the applicable page of the report and forwarded through appropriate channels to the Regional Compensation General Manager. For Headquarters and its administrative support units, any corrections or changes should be forwarded to the Director, Office of Organizational Requirements.—*Employee Relations Dept., 9–18–80.*

NOTICE TO DRIVER: DRIVE COURTEOUSLY; OBSERVE TRAFFIC REGULATIONS; PROTECT CHILDREN

Warning Notice—Unrecovered Stolen Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)

The following money orders are void and should not be cashed: (1) All card type orders. (2) New style orders 000,000,001—199,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, KIA OB1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21257 article.

200,400,512 to 0,600
200,467,313 to 7,500
201,328,601 to 9,300
201,963,699 to 3,800
201,980,250 to 0,299
202,545,957 to 6,000
207,218,569 to 8,600
208,872,242 to 2,257
209,190,001 to 5,000
210,301,801 to 2,000
210,835,285 to 5,300
210,935,633 to 5,700
212,900,201 to 0,300
213,345,001 to 5,100
213,504,865 to 5,000
216,823,954 to 4,000
217,621,979 to 2,100
217,622,401 to 2,800
218,660,066 to 0,700
219,494,026 to 4,130
219,692,001 to 2,100
224,126,989 to 7,100
226,781,246 to 1,400
226,073,655 to 3,700
227,129,004 to 9,400
227,564,701 to 4,800
229,000,595 to 0,600
229,083,686 to 3,700
229,428,120 to 8,300
230,004,990 to 5,200
230,143,701 to 4,000
231,387,001 to 7,500
234,067,232 to 7,300
235,833,783 to 3,800
237,386,845 to 7,000
238,758,669 to 8,730
239,162,130 to 2,200
239,863,796 to 3,870
239,864,826 to 4,900
240,362,301 to 2,600
241,535,801 to 6,000
242,545,470 to 5,800
242,917,801 to 8,000
243,920,027 to 0,100
244,343,084 to 3,100
244,583,557 to 3,600
245,740,589 to 0,600
245,767,347 to 7,400
247,636,179 to 6,200
247,649,190 to 9,200
247,760,081 to 0,100
250,442,960 to 3,000
252,160,301 to 0,393
252,494,635 to 4,700
253,094,279 to 4,400
253,181,800 to 1,900
253,641,268 to 1,300
254,680,851 to 0,900
259,412,918 to 2,954
261,707,201 to 7,400
261,766,701 to 6,800
262,740,206 to 0,300
263,414,901 to 5,800
264,474,080 to 4,300
266,472,561 to 2,860
268,746,401 to 6,500
270,677,679 to 7,696
272,291,501 to 1,600
274,450,824 to 0,900
274,873,716 to 4,100
275,288,303 to 8,700
278,286,361 to 6,400
278,737,201 to 7,300
278,846,365 to 6,600
282,204,343 to 4,700
282,909,819 to 9,900
284,943,445 to 3,500
285,397,992 to 8,400
286,837,601 to 7,900
288,349,047 to 9,500
288,657,574 to 7,600
291,853,923 to 3,969
295,946,650 to 6,661
296,077,001 to 7,053
296,077,201 to 7,300
297,173,660 to 3,900
297,213,342 to 3,500
297,444,801 to 5,500
297,700,501 to 0,700
298,072,101 to 2,600
299,902,655 to 2,700
305,253,101 to 3,600
306,165,495 to 5,500
306,698,463 to 8,500
306,933,345 to 3,400
307,200,601 to 1,000
307,806,061 to 6,100
310,917,957 to 8,100
310,956,020 to 6,200
311,577,901 to 8,100
311,994,658 to 4,700
314,162,132 to 2,200
315,105,301 to 5,500
315,788,118 to 8,140
317,630,301 to 0,400
321,087,737 to 7,800
321,272,306 to 2,400
321,489,229 to 9,300
322,180,820 to 1,000
323,294,360 to 4,400
323,296,838 to 6,856
323,297,695 to 7,730
323,485,231 to 5,240
323,997,101 to 7,400
326,023,246 to 3,300
328,436,401 to 6,500
331,892,798 to 3,000
332,069,432 to 9,500
336,646,801 to 7,300
336,661,265 to 1,500
336,825,701 to 7,000
336,909,925 to 0,000
337,395,212 to 5,300
338,038,706 to 8,800
338,891,701 to 2,200
339,519,801 to 9,900
339,735,184 to 5,200
340,711,001 to 3,000
341,462,701 to 2,900
343,703,708 to 3,900
343,760,901 to 1,000
343,945,919 to 5,940
344,536,201 to 6,400
344,821,230 to 1,297
344,854,601 to 4,700
345,299,801 to 9,900
345,986,501 to 6,600
347,238,201 to 8,300
347,975,946 to 5,959
348,086,296 to 6,300
348,190,501 to 0,900
349,779,757 to 9,800
351,452,949 to 3,000
351,490,001 to 0,600
353,461,741 to 1,800
355,360,601 to 1,000
357,010,401 to 0,500
357,339,409 to 9,455
358,180,401 to 0,600
359,269,750 to 9,790
359,547,122 to 7,150
359,790,481 to 0,540
359,791,901 to 1,920
359,994,676 to 4,700
361,168,730 to 8,900
361,201,906 to 2,100
362,295,806 to 5,819
363,463,501 to 4,500
363,475,801 to 6,100
363,496,901 to 7,000
363,633,090 to 3,100
363,794,701 to 5,200
365,301,401 to 1,500
365,318,801 to 9,000
365,867,401 to 7,500
365,867,517 to 7,600
366,888,911 to 9,000
366,967,107 to 7,200
367,683,901 to 4,000
368,108,160 to 8,600
368,416,575 to 6,600
368,773,419 to 3,500
368,847,601 to 7,700
370,549,601 to 50,000
370,783,700 to 3,800
372,401,123 to 1,500
374,988,860 to 8,880
375,079,981 to 80,030

MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices, including Inspection Service Forms 577, should be destroyed when the numbers listed appear in the Postal Bulletin. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below). Destroy PB 21262 listing. **B. Old Style.** (Gray). **C. Counterfeit.** The listing from PB 21240 remains valid for both B. and C.

165 705 7000 to 7999
206 793 5600 to 6499
210 868 4500 to 4699
211 238 0459 to 0999
211 436 5608 to 5699
213 578 4229 to 4399
215 538 0200 to 0499
216 678 6072 to 6999
217 210 7100 to 7299
217 241 5400 to 5799
217 268 2574 to 2699
217 667 3400 to 3599
217 672 4200 to 4599
217 902 4181 to 4299
218 755 4591 to 4699
220 350 0000 to 0999
221 371 4600 to 4999
221 626 2100 to 2299
221 661 5318 to 5499
222 224 8100 to 8499
222 536 2000 to 2299
224 206 6400 to 6491
224 554 9830 to 0399
225 268 1655 to 1799
225 711 9700 to 9999
225 712 0000 to 0999
225 767 2000 to 2299
227 097 4600 to 4699
227 254 9800 to 0099
227 611 4000 to 4599
229 117 4866 to 4999
229 346 9900 to 9999
229 434 3500 to 3599
229 531 9700 to 9899
229 563 1918 to 1999
229 576 1800 to 1899
230 826 8683 to 8799
231 147 0883 to 1499
231 525 7893 to 7999
232 295 7249 to 7599
232 665 0292 to 0399
233 262 7907 to 7999
233 407 5872 to 5899
233 516 6100 to 6199
233 638 1200 to 1799
234 031 6456 to 6999
234 261 4500 to 4599
234 431 3655 to 3699
234 659 4000 to 4199
234 659 8700 to 8999
234 802 1060 to 1199
234 997 1000 to 1599
235 254 2060 to 2099
236 388 4842 to 5099
236 576 9520 to 9599
236 755 8000 to 8099
236 937 5803 to 5999
236 941 5400 to 5499
237 413 7500 to 7599
237 423 4111 to 4199
237 457 5600 to 5699
237 457 5800 to 5899
237 702 6823 to 6899
237 702 6921 to 6999
238 165 7700 to 7799
238 169 7587 to 7599
238 377 4508 to 4599
238 586 3100 to 3299
239 199 0700 to 1099
239 204 9916 to 9999
239 481 4728 to 4799
239 549 7116 to 7499
239 575 2000 to 2199
239 596 4800 to 4999
239 985 7000 to 7499
240 108 6501 to 6599
240 252 6400 to 6899
240 256 2900 to 3199
240 639 3561 to 3599
240 855 7000 to 7099
240 901 5900 to 5999
241 081 9274 to 9299
241 224 7209 to 7299
241 685 5124 to 5199
241 694 1800 to 1899
241 902 2600 to 2799
242 021 2262 to 2499
242 585 4155 to 4299
242 591 4500 to 4699
242 605 0000 to 0999
242 621 8314 to 8399
242 816 1337 to 1399
243 112 4109 to 4120
243 228 7200 to 7499
243 766 6730 to 6799
243 805 0000 to 0299
243 906 7800 to 8199
244 299 2000 to 2199
244 366 8800 to 8899
244 381 3024 to 3099
244 525 0719 to 0799
244 657 7700 to 7899
244 678 2333 to 2499
244 743 7100 to 7399
244 895 5575 to 5599
245 103 9300 to 9399
245 103 9400 to 9499
245 118 6754 to 6768
245 279 1420 to 1448
245 279 1510 to 1599
245 591 1626 to 1799
245 695 0346 to 0399
245 973 2677 to 2699
246 076 7300 to 7399
246 155 4048 to 4099
246 155 5000 to 5499
246 402 6511 to 6599
246 608 6300 to 6399
246 609 9545 to 9799
246 816 2600 to 2699
246 973 1372 to 1399
247 012 0500 to 0599
247 066 9300 to 9399
247 086 4200 to 4299
247 113 5635 to 5699
247 490 1960 to 1999
247 490 2086 to 2099
247 497 4000 to 4099
247 544 0200 to 0214
247 575 4400 to 4499
247 929 6417 to 6799
247 983 1511 to 1899
248 120 4322 to 4399
248 244 7246 to 7299
248 317 7624 to 7699
248 397 2163 to 2199
248 423 4864 to 4899
248 440 7916 to 7971
248 718 7317 to 7399
249 680 4872 to 4899
249 945 6900 to 6999
249 996 6000 to 6099
249 996 6300 to 6499
250 452 4971 to 4999
250 483 0600 to 0699
250 547 7046 to 7099
250 565 7029 to 7040
250 833 7200 to 7399
250 919 5218 to 5299
250 951 4340 to 4363
250 991 9778 to 9799
251 518 6281 to 6399
251 964 6056 to 6199
251 997 2913 to 2999
252 171 2041 to 2056
252 206 2101 to 2199
252 206 9532 to 9599
252 235 4400 to 4499
252 235 4581 to 4899
252 238 2299 to 2399
252 432 6988 to 6999
252 891 1159 to 1199
253 175 2670 to 2699
253 192 7311 to 7399
253 293 5931 to 5940
253 446 4033 to 4099
253 547 6013 to 6049
253 547 6054 to 6099
253 747 6924 to 6999
254 107 8590 to 8599
254 107 8913 to 8999
254 254 4490 to 4499
254 259 8867 to 8899
254 259 8951 to 9099
254 740 8408 to 8445
255 125 5568 to 5599
255 125 8500 to 8599
255 150 5300 to 5399
255 176 5373 to 5399
255 276 0949 to 0999
255 281 2647 to 2699
255 440 4800 to 4899
255 440 4900 to 4999
255 754 3621 to 3699
255 857 4749 to 4799
256 140 5400 to 5499
256 193 5100 to 5159
256 695 0525 to 0599
258 444 7185 to 7199
258 480 2600 to 2899
258 618 0254 to 0299
258 643 2765 to 2774
258 950 5217 to 5299
258 950 5433 to 5499
259 084 1386 to 1399
259 227 0000 to 1499
259 340 0828 to 0999
259 628 0936 to 0999
259 745 1300 to 1499
259 783 7821 to 7899
259 825 5819 to 5899
259 950 3053 to 3099
259 950 3300 to 3499
260 012 7441 to 7499
260 039 2699 to 2999
260 144 7415 to 7499
260 198 2856 to 2898
260 324 9000 to 9099
260 479 3500 to 3599
260 743 5000 to 5099
261 002 6451 to 6499
261 052 5271 to 5299
261 175 6200 to 6299
261 459 5800 to 5899
261 459 6722 to 6799
261 533 2067 to 2299
261 954 6334 to 6399
262 949 9200 to 9299
264 366 7033 to 9499
800 502 3000 to 3999
800 941 7900 to 7999
801 278 3600 to 3999
801 579 6056 to 6098
801 629 1900 to 1999
802 029 5199 to 8999
802 265 0575 to 1999
802 774 0000 to 4999

UNITED STATES POSTAL SERVICE
WASHINGTON, D.C. 20260
OFFICIAL BUSINESS

PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE, $300

U.S.MAIL

FIRST CLASS

Schedule. The Postal Bulletin is published every Thursday by the Directives and Forms Division of the U.S. Postal Service, Washington, DC 20260.

Distribution. The Bulletin is received by all postal facilities.

Effective Period. Postal Bulletin articles are effective for six months unless otherwise specified.

Index. A quarterly index of Bulletin articles appears early in the months of January, April, July, and October.

Orders.

Public sale:
- Superintendent of Documents
  U.S. Government Printing Office
  Washington, DC 20402
  - Single copy: $1.25; $1.60 foreign
  - Subscription: $50.00, $62.50 for foreign mailing

Postal facilities:
- For one time orders, send Form 7380 to the Eastern Area Supply Center.
- To change quantity received, send Form 1286 to the Directives and Forms Division, giving justification.

21264

postal bulletin

PB 21264—September 25, 1980—24 Pages

Fire Prevention Week—October 5–11

According to official statistics, fire is responsible for over 6,000 deaths and nearly 30,000 injuries in homes each year in the United States. In fiscal year 1979, the Postal Service experienced 226 fires which resulted in 36 injuries, but fortunately no fatalities.

Our goal should be to avoid fires in postal facilities altogether. Toward this goal, we are making many improvements in building design and construction materials, more sophisticated fire and smoke detection systems, and advanced fire suppression techniques. But the prevention of fires also demands the constant vigilance of all employees.

Each year Fire Prevention Week corresponds with the anniversary of the Great Chicago Fire of October 9, 1871. This year October 5–11 has been designated Fire Prevention Week.

I urge all postal employees to take this opportunity to reflect on the need to be more fire-safety conscious—not for just this week, but for every week of the year. Almost every fire can be prevented if we all are on the alert. Learn what you can do to make your work place and home fire-safe. Keep fire-prevention upper-most in your thinking. And together let's work to prevent the tragic losses that fire can bring.

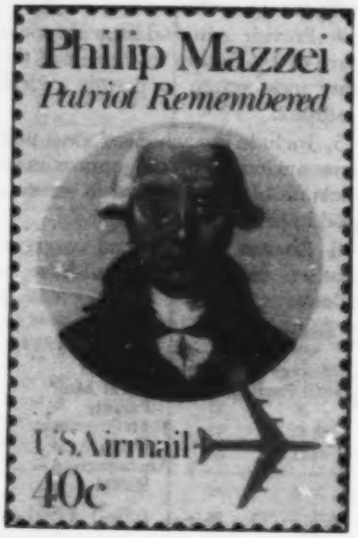
WILLIAM F. BOLGER
Postmaster General.

40-Cent International Airmail Postage Stamp

Description. A 40-cent Philip Mazzei International Airmail stamp will be issued on October 13, 1980, at Washington, DC 20013. Mazzei, an Italian-American patriot, promoted American independence through writings published in America and in Europe.

The 40-cent denomination is for use on international airmail letters at new postal rates to become effective January 1, 1981.

Do Not Sell Before Oct. 14, 1980



Copyright U.S. Postal Service 1980

Size: 0.84 x 1.44 inches.
Colors: Yellow, red, gray, light blue, dark blue, and black.
Issued in panes of 50.
Marginal Markings: Six plate numbers, © United States Postal Service 1980, and Use Correct ZIP Code ®.
Designer: Sante Graziani.

Collectors. Collectors are reminded that airmail stamps do not receive the same automatic distribution as commemorative stamps and thus will not be as widely available as commemoratives. First-day cover cancellations may be obtained by one of the following methods:

a. *Customers Affixing Stamps.* Customers are encouraged to purchase stamps at local post offices and affix them to envelopes. All envelopes must be addressed. Peelable address labels are recommended and a filler card of postal card thickness should be inserted in each cover. Orders must be postmarked by October 28, 1980, and should be addressed to: First Day Cancellations, Postmaster, Washington, DC 20013. No remittance is required.

b. *Postal Service Affixing Stamps.* Request first-day cancellations from: Mazzei Stamp, Postmaster, Washington, DC 20013 (see POM 244.53). Requests must be postmarked not later than October 28, 1980. Remittance is required for the face value of each stamp.

Selected United States mint stamps will be available at the Philatelic Sales Division, Washington, DC 20265, beginning October 13, 1980.

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P1.3:

Continued from p. 1

Supply. There will be an auto-automatic distribution made to post offices with philatelic centers. All other post offices are encouraged to order sufficient quantities to meet philatelic demand.

Bulk Quantities. Post Offices with 950 or more revenue units requiring more than 3,000 stamps should immediately order from the Bureau of Engraving and Printing, using Form 3356, *Stamp Requisition—Bulk Quantities,* in the following manner: 5,000; 10,000; 15,000; 20,000; 25,000; 50,000; 75,000; 100,000; 125,000 and multiples of 125,000 to a maximum of 1,000,000, using item number **194.**

Less-than-Bulk-Quantities. Post offices with over 950 revenue units requiring less than the above minimum and all other post offices may submit a separate requisition (Form 17, *Stamp Requisition*), to their designated stamp distribution office. Requisitions should be submitted immediately.—*Customer Service Dept., 9–25–80.*

Address Correction—Social Security Income

Postal Bulletin 21106 (2–24–77) advised that the Treasury Department requested address-correction service on their **gold colored Supplemental Security Income (SSI) checks only.** The envelopes are printed with the words "Address Correction Requested" and bear the return address:

U.S. Treasury Department
Birmingham Regional Disbursement Center
Birmingham, AL 35293

Treasury Department disbursing centers have been receiving Form 3547, *Notice to Mailer of Correction in Address,* for other classes of check payments for which address correction data was not requested. These regular Treasury checks are green-colored and are not endorsed *Address Correction Requested.* These checks are to be forwarded or returned in accordance with the instruction on the address side on the envelope. Under no circumstances should Form 3547 be sent to the Treasury Department for Treasury checks with the exception of the gold colored SSI checks.—*Mail Processing Dept., 9–25–80.*

International First Flight Cachet

On October 27, 1980, Western Airlines will begin first flight service between Anchorage, Alaska; and London, England.

Official cachet and philatelic treatment are authorized as outlined in Postal Operations Manual 244.63.

To prepare and send covers for official philatelic treatment for this service, observe the following procedures:

1. Address all covers.
2. Applicable rate of postage per cover is 31 cents per half ounce.
3. Allow a clear space, 2½ by 2½ inches, on the lower portion of the envelope and to the left of the address, for the cachet
4. Provide an additional clear space of 1½ inches to the left of the inner most stamp to permit a clear postmark.
5. Include in each envelope a uniform enclosure of the approximate thickness of a postal card to assure a good impression.
6. Enclose the prepared covers in another envelope and address as follows:

Cachets to be applied by	*Send Covers To*
Anchorage General Mail Facility	Postmaster General Mail Facility 4141 Postmark Drive Anchorage, AK 99502

Note: The British Postal Administration will not provide backstamping to philatelic covers.

7. Endorse the lower left corner of the outer envelope containing the covers with the words *First Flight Covers* for easy identification.
8. Mail the covers to reach the office applying the cachet no later than three days prior to the scheduled date of the flight.
9. Aerogrammes and postal cards will not be accepted.

Covers bearing previous postmarks and those not properly prepared in accordance with these instructions will not receive cachets or cancellations.

There will be a limit of 50 covers per customer.—*Customer Services Dept., 9–25–80.*

ASM Issue 2 Published

Issue 2 of the Administrative Support Manual (ASM) has been published and is being distributed. This Issue incorporates revisions to the ASM that have appeared in Postal Bulletins from the publication of ASM Issue 1 through August 1980. New material in Issue 2 includes part 414 on USPS liaison with Federal Executive Board and Federal Executive Association programs; part 415 on USPS liaison with the Postal Rate Commission; and subchapter 640, Philatelic Marketing. Appendix A, Directives Related to the ASM, has been expanded and updated.—*Office of Management Services, 9–25–80.*

Correction

Accountbooks, Daily Financial Statements, and Statements of Account

Postal Bulletin 21261 (9–4–80) incorrectly listed AIC 742 in subparagraph B of the above titled article. The correct AIC and account description is:

AIC 642—Travel for Training—Inside USPS—Postmaster

—*Finance Dept., 9–25–80.*

International Express Mail—Bermuda

Postal Bulletin 21213 (10–11–79) announced availability of Express Mail—Custom Designed Service to Bermuda.

The United States Postal Service has completed arrangements with the postal administration of Bermuda to also provide the On-Demand service option for International Express Mail shipments to Bermuda. Effective immediately, the following regulations and procedures apply:

1. *Services Available.*—Custom Designed and On-Demand. See page 3, Exhibits A and B, for rates.
2. *Areas Served.*—All points in Bermuda.
3. *Acceptable Items.*—Letters, business documents, commercial papers, and merchandise.
4. *Weight Limit.*—33 pounds.
5. *Size Limit.*—a. Minimum: 3½" x 5½". b. Maximum: Greatest

length—3 feet; greatest length and girth combined—6½ feet.

6. *Customs Declaration.*—Customer must complete Form 2966–A, Parcel Post Customs Declaration, for each item containing merchandise or other dutiable articles.

International Express Mail is insured against loss, damage, or rifling at no additional cost. Indemnity will be paid by the USPS as provided in DOMESTIC MAIL MANUAL 294, except that International Express Mail items are not insured against delay in delivery and indemnity will not be made in the event of delay.

Acceptance employees:

1. Refer to Appendix B, Publication 42, *International Mail,* to ensure that the item does not contain articles which fall within the prohibitions and restrictions listed in the country information entry for Bermuda; and
2. Complete appropriate sections of Express Mail labels and customs declarations.

A future issue of the INTERNATIONAL MAIL MANUAL will include this information.—*Rates & Classification Dept., 9–25–80.*

BERMUDA
INTERNATIONAL EXPRESS MAIL

CUSTOM DESIGNED SERVICE

POUNDS (up to and including)	ZONE TO INTERNATIONAL EXCHANGE OFFICE 3	4	5	6	7	8	9
1	26.48	26.51	26.55	26.59	26.63	26.68	26.73
2	27.18	27.24	27.32	27.40	27.48	27.58	27.68
3	27.88	27.97	28.09	28.21	28.33	28.48	28.63
4	28.58	28.70	28.86	29.02	29.18	29.38	29.58
5	29.28	29.43	29.63	29.83	30.03	30.28	30.53
6	29.98	30.16	30.40	30.64	30.88	31.18	31.48
7	30.68	30.89	31.17	31.45	31.73	32.08	32.43
8	31.38	31.62	31.94	32.26	32.58	32.98	33.38
9	32.08	32.35	32.71	33.07	33.43	33.88	34.33
10	32.78	33.08	33.48	33.88	34.28	34.78	35.28
11	33.48	33.81	34.25	34.69	35.13	35.68	36.23
12	34.18	34.54	35.02	35.50	35.98	36.58	37.18
13	34.88	35.27	35.79	36.31	36.83	37.48	38.13
14	35.58	36.00	36.56	37.12	37.68	38.38	39.08
15	36.28	36.73	37.33	37.93	38.53	39.28	40.03
16	36.98	37.46	38.10	38.74	39.38	40.18	40.98
17	37.68	38.19	38.87	39.55	40.23	41.08	41.93
18	38.38	38.92	39.64	40.36	41.08	41.98	42.88
19	39.08	39.65	40.41	41.17	41.93	42.88	43.83
20	39.78	40.38	41.18	41.98	42.78	43.78	44.78
21	40.48	41.11	41.95	42.79	43.63	44.68	45.73
22	41.18	41.84	42.72	43.60	44.48	45.58	46.68
23	41.88	42.57	43.49	44.41	45.33	46.48	47.63
24	42.58	43.30	44.26	45.22	46.18	47.38	48.58
25	43.28	44.03	45.03	46.03	47.03	48.28	49.53
26	43.98	44.76	45.80	46.84	47.88	49.18	50.48
27	44.68	45.49	46.57	47.65	48.73	50.08	51.43
28	45.38	46.22	47.34	48.46	49.58	50.98	52.38
29	46.08	46.95	48.11	49.27	50.43	51.88	53.33
30	46.78	47.68	48.88	50.08	51.28	52.78	54.28
31	47.48	48.41	49.65	50.89	52.13	53.68	55.23
32	48.18	49.14	50.42	51.70	52.98	54.58	56.18
33	48.88	49.87	51.19	52.51	53.83	55.48	57.13

NOTES: 1) Rates in this table are applicable to each piece of international Custom Designed Express Mail shipped under a Service Agreement providing for tender by the customer at a Designated Post Office.

2) Pick-up is available under a Service Agreement for an added charge of $5.25 for each pick-up stop, regardless of the number of pieces picked up. Domestic and International Express Mail picked up together under the same Service Agreement incurs only one pick-up charge.

3) If tendered at origin airport mail facility, deduct $3.00 from these rates.

EXHIBIT A

ON DEMAND SERVICE

POUNDS (up to and including)	ZONE TO INTERNATIONAL EXCHANGE OFFICE 3	4	5	6	7	8	9
1	16.20	16.23	16.27	16.31	16.35	16.40	16.45
2	16.90	16.96	17.04	17.12	17.20	17.30	17.40
3	17.60	17.69	17.81	17.93	18.05	18.20	18.35
4	18.30	18.42	18.58	18.74	18.90	19.10	19.30
5	19.00	19.15	19.35	19.55	19.75	20.00	20.25
6	19.70	19.88	20.12	20.36	20.60	20.90	21.20
7	20.40	20.61	20.89	21.17	21.45	21.80	22.15
8	21.10	21.34	21.66	21.98	22.30	22.70	23.10
9	21.80	22.07	22.43	22.79	23.15	23.60	24.05
10	22.50	22.80	23.20	23.60	24.00	24.50	25.00
11	23.20	23.53	23.97	24.41	24.85	25.40	25.95
12	23.90	24.26	24.74	25.22	25.70	26.30	26.90
13	24.60	24.99	25.51	26.03	26.55	27.20	27.85
14	25.30	25.72	26.28	26.84	27.40	28.10	28.80
15	26.00	26.45	27.05	27.65	28.25	29.00	29.75
16	26.70	27.18	27.82	28.46	29.10	29.90	30.70
17	27.40	27.91	28.59	29.27	29.95	30.80	31.65
18	28.10	28.64	29.36	30.08	30.80	31.70	32.60
19	28.80	29.37	30.13	30.89	31.65	32.60	33.55
20	29.50	30.10	30.90	31.70	32.50	33.50	34.50
21	30.20	30.83	31.67	32.51	33.35	34.40	35.45
22	30.90	31.56	32.44	33.32	34.20	35.30	36.40
23	31.60	32.29	33.21	34.13	35.05	36.20	37.35
24	32.30	33.02	33.98	34.94	35.90	37.10	38.30
25	33.00	33.75	34.75	35.75	36.75	38.00	39.25
26	33.70	34.48	35.52	36.56	37.60	38.90	40.20
27	34.40	35.21	36.29	37.37	38.45	39.80	41.15
28	35.10	35.94	37.06	38.18	39.30	40.70	42.10
29	35.80	36.67	37.83	38.99	40.15	41.60	43.05
30	36.50	37.40	38.60	39.80	41.00	42.50	44.00
31	37.20	38.13	39.37	40.61	41.85	43.40	44.95
32	37.90	38.86	40.14	41.42	42.70	44.30	45.90
33	38.60	39.59	40.91	42.23	43.55	45.20	46.85

NOTE: Pick-up is available under a Service Agreement for an added charge of $5.25 for each pick-up stop, regardless of the number of pieces picked up. Domestic and International Express Mail picked up together under the same Service Agreement incurs only one pick-up charge.

EXHIBIT B

PERSONAL PROPERTY ACCOUNTING

New Capitalization Policy

Effective October 4, 1980 (AP 01, FY 1981), the minimum cost for capitalizing personal property is increased from $100 to $500 per unit and weapons will no longer be exempt from the minimum capitalization limit. In addition, all mail transport containers (Property Code Numbers 4084.01 through 4084.15, 4085.01 and 4198.02) will be expensed regardless of cost. (See Handbook F-43, *Property Code Numbers*, for their descriptions.)

Personal property costing under $500 and mail transport containers acquired on a FY 1980 or prior contract/purchase order, Fedstrip requisition, or project authorization number and received in FY 1981 or later will continue to be capitalized even though the cost is below the new minimum limit. This will avoid adversely affecting operating expense plans for equipment ordered before the new policy became effective. However, accountability will be charged to Headquarters and not to installations; therefore, the property will not appear on installation's property listings.

Controls have been installed in the Accounts Payable and Fedstrip Systems to edit contracts/purchase orders and GSA requisitions to ensure proper funding. FY 1981 and subsequent contracts/purchase orders that cite property code numbers for equipment costing under $500 or mail transport containers will be returned to the initiating organization for correction. Commitments for Fedstrip procurements citing Fund Codes B, C or T through Y for property costing below the new minimum capitalization limit will be automatically corrected to cite Fund Code 5, expense Account 52101, Postal Supplies, without being returned to the initiating organization. Personal property acquired under a project authorization (P/A) number that costs below $500 will be expensed against the funding organization's budget authorization and finance number.

In conjunction with the capitalization policy change, property records for all mail transport containers and other equipment with an *average* unit cost of less than $500 will be removed from the inventory of all installations (CAG's A–Z) at the end of FY 1980. Beginning FY 1981, depreciation expense on equipment removed from inventory will be charged to servicewide costs.

Although the property is removed from the inventory records maintained by the St. Louis PDC, installations are reminded that the property is still subject to the local control procedures prescribed in the Procurement and Supply Department's Handbook AS–701, *Supply Management*.

Implementation

To implement the new capitalization policy, installations will receive the listings/property cards cited below after the close of the fourth quarter (PQ IV), FY 1980, to update their property record files.

1. PQ IV, FY 1980, Inventory Change Listing. All installations, except CAG L, will receive two copies of an inventory change listing for acquisitions, transfers, adjustments and deletions processed for the period June 14, 1980, through October 3, 1980.

The listing should be reviewed against your pending verification file in accordance with Section 554 of Handbook AS–701. Installations will return a verified copy of this listing to the St. Louis PDC, Property Section. Inquiries should be limited to those items with a dollar value of $500 or more since items with a dollar value of less than $500 will have been removed from your accountability.

Each CAG A–G and M–Z installation will also receive Form 961–A, *P.O. Property Record* cards for acquisitions, adjustments and transfers recorded on the PQ IV Inventory Change Listing. Your existing property record file should be updated with the new cards.

2. Inventory Purge Listing. All installations, except CAG L, will receive one copy of a purge listing showing mail transport containers and equipment with an average cost of less than $500 that was removed from inventory. Postal installations will retain this listing in their files for reference purposes. **Do not return this listing to the St. Louis PDC.**

3. Updated Property Inventory Accountability Listing. All installations, except CAG L, will receive an updated property inventory accountability listing of equipment with a value of $500 or more. Listings for CAG L installations will be mailed to the accountable management sectional center. Postal installations will retain this listing in their files for reference purposes. **Do not return this listing to the St. Louis PDC.**

4. Form 961–A, CAG's H–L. In addition to the above listings, CAG H–K installations will receive Form 961–A cards for property with an average unit cost of 500 or more that remains accountable to their finance number. Form 961–A cards for CAG L installations will be mailed to the accountable management sectional center. Formerly, CAG L installations received neither property record cards nor change listings and CAG H–K installations were provided only annual property undate and change listings.

Form 961–A cards should be verified against the updated property inventory accountability listing and filed in numerical sequence by property code number for future use in preparing Forms 7340, *Shipping Instructions for Excess Property* or 969, *Disposal of Personal Property*.

5. Reconciliation of Forms 961–A, to the Updated Inventory Accountability Listing. CAG A–G and M–Z installations should reconcile their existing Form 961–A card file to the new updated inventory accountability listing. After updating the file for cards received at the close of PQ IV, remove all Form 961–A cards for property appearing on the updated inventory accountability listing and place the cards in a separate accountable property file. Ensure that the property code number and year of acquisition printed on the updated inventory accountability listing matches the data printed on the 961–A cards.

If a card cannot be located, prepare a dummy record card from the data provided on the updated inventory accountability listing and place the card in the accountable property file.

The cards should be filed as prescribed by Section 562.2, Handbook AS–701. Form 961–A cards that remain after completing the above reconciliation represent property removed from your inventory. Retain this file for local control and reference purposes.

During reconciliation, some Form 961–A cards may show a unit cost of less than $500, although the property appears on the new updated inventory accountability listing. This will occur because the calculation of average cost is by inventory record rather than individual item. Therefore, an inventory record for two items capitalized in FY 1974 at a cost of $450 and $550, respectively, **will not be removed** from inventory since the average cost is $500.

When a Form 961–A card is found during the reconciliation to contain a unit cost of less than $500, make a pen and ink adjustment on all of the cards for the affected year of acquisition and property code number by recording the average unit cost printed on the updated inventory accountability listing. When recording the average unit cost, line out the original cost but do not obscure it. Cite the average unit cost on future transfer or disposal documents.

Conversely, some cards may show a unit cost of $500 or more even though the property is not listed on the new updated inventory accountability listing. This will occur because of the method used to calculate the average unit cost of an item; e.g., an inventory record for two items capitalized in FY 1975 at a cost of $425 and $525, respectively, will be removed from inventory since the average unit cost is only $475. *Installations are instructed not request the PDC to add these back to inventory or use them for preparing future capital property transaction documents.*

New FY 1981 Procedures

Effective AP 01, FY 1981, all installations will receive inventory change listings and Form 961–A cards on an accounting period basis. The procedures for verification and maintenance of property records are specified in Handbook AS–701. Since CAG H–K installations do not receive copies of Handbook AS–701, they are to request instructions from their management sectional center managers.

Installation heads are urged to place greater emphasis on physical and financial control of personal property. The number of items subject to financial system control is being greatly reduced; therefore, it is expected that control of the relatively few remaining items will be rigidly observed.—*Finance Dept., 9–25–80.*

DMM Revision

Electronic Postage Meters

New regulations concerning electronic postage meters were published in the Federal Register on June 3, 1980, effective July 3, 1980. These regulations include electronic postage meters in postage meter specifications. Therefore, the following changes are made to the Domestic Mail Manual (DMM).

PART 144—POSTAGE METERS AND METER STAMPS

1. In 144.911b and in the first sentence of 144.92, strike out the word "mechanical".

2. In 144.92c, add after the second sentence the following: "In electronic meters, the locking device must prevent printing if the amount that would be printed would reduce the descending register to less than zero."

3. In 144.92d, strike out the word "mechanism" in the first sentence and insert "meter" in lieu thereof; and strike out the word "mechanism" in the third and fifth sentences and insert "components" in lieu thereof.

4. In 144.92h, strike out the word "mechanism" and insert "meter" in lieu thereof.

5. In 144.93, renumber .931–.936 as .932–.937.

6. Add new 144.92i and 144.931 reading as follows:

144.92 Specifications.

* * * * *

i. In addition to the features and safeguards described in a–h above, electronic meters must:

(1) Have either nonvolatile ascending and descending registers or a solid state memory that stores the data for the ascending and descending registers. Solid state memories that rely on applied voltage for memory retention must be powered by batteries that have a minimum support life of five years from date of battery renewal with no external power applied, and that have sufficient redundancy to be self checking.

(2) Be able to display the amounts in both the ascending and the descending registers (not necessarily at the same time).

(3) Be able to display—free from accidental changes—the amount of postage that will be printed next.

(4) Be resettable by postal employees, preferably without customized equipment.

(5) Contain a fault detection device for computational security that will automatically lock out the meter and prevent printing of additional postage in the event of malfunction.

(6) Meet Postal Service test specifications contained in United States Postal Service Specification, Postage Meters, Electronic, USPS–M–942 (RCD). Persons wishing to manufacture electronic postage meters may obtain a copy of this Postal Service test specification from U.S. Postal Service, Office of Mail Classification, Washington, D.C. 20260.

.93 Test Plans, Testing and Approval

.931 Test Plans

To receive Postal Service approval, a postage meter must be tested. Manufacturers of electronic meters must submit a detailed test plan to the Office of Mail Classification for approval at least 60 days prior to the conduct of the tests. The test plan must include tests which, if passed by a meter, prove compliance by the meter with all postal requirements. The test plan must list the parameters to be tested, test equipment, procedures, test sample sizes, and test data formats. Also, it must include detailed descriptions, specifications, design drawings, schematic diagrams and explanations of the purposes of all special test equipment and nonstandard or noncommercial instrumentation.

7. In 144.943, revise the first sentence to read as follows:

"During the process of fabricating parts and assembling postage meters, the manufacturer must exercise due care to prevent loss or theft of keys or of serially numbered postage printing dies or component parts (such as denomination printing dies, or auxiliary power supply and meter setting equipment for electronic meters) which might be used in some manner to defraud the Government of postal revenues."

A future revision to the DMM will incorporate these changes.—*Rates & Classification Dept., 9–25–80.*

Wanted Circular Canceled

Destroy the wanted circular issued November 19, 1973, for postal offender **Frank Eugenio Martinez**.—*Inspection Service, 9–25–80.*

DMM Revision

CHANGE OF ADDRESS

The regulations regarding change of address orders, dual addresses, and ZIP Codes have been changed to: (1) provide a uniform time limit of one year for the honoring of all permanent change of address orders; (2) establish a consistent procedure for the delivery of mail showing two addresses (such as a street address and a post office box; and (3) encourage the usage of correct ZIP Codes. Therefore the following revisions are made to the Domestic Mail Manual.

122—Addresses

122.1 General Information

* * * * *

.16 Mail should be specifically addressed to the place where the post office is to deliver it. Mail bearing both a street address and a post office box number will be distributed for delivery in accordance with the address shown on the line immediately preceding the city and State of destination. The ZIP Code must correspond with the unit (box location or street address) through which delivery is to be effected. The requirements of this paragraph are also applicable to return addresses on mail matter.

NOTE: Mail bearing the names of more than one post office in either the return address or recipient's address is not accepted for mailing.

* * * * *

122.6 ZIP Code System

* * * * *

.62 Purpose. The purpose of the ZIP Code is to achieve greater accuracy and speed in the dispatch and delivery of mail. Lack of a ZIP Code on mail, or a ZIP Code which does not correspond with the delivery address, could result in delayed or incorrect delivery. See Example below.

Example:

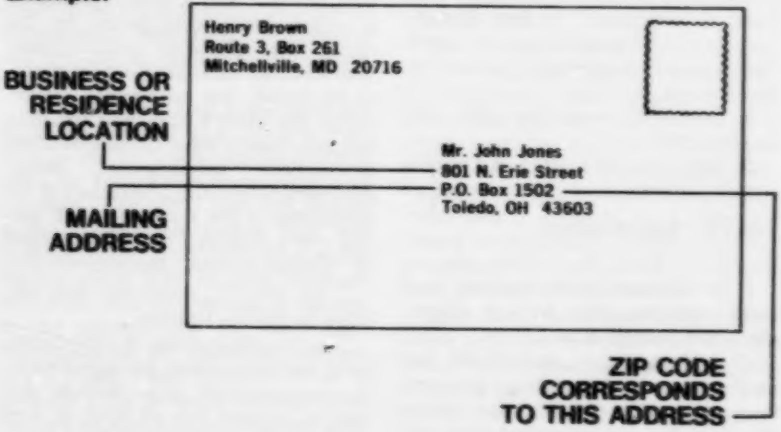

Exhibit A

159—Undeliverable Mail

159.2 Forwarding

* * * * *

.213 Time Limit of Change of Address Order

* * * * *

b. Time Limit Not Specified by Addressee.

Records of permanent change of address orders (other than those subject to 159.213d) are held one year for forwarding purposes from the end of the month in which the change becomes effective. An address change to a post office box at the same post office filed before October 1, 1980, will expire on September 30, 1981.

Exception: When a boxholder has notified the post office of a permanent change in mailing address, or the Postal Service has administratively changed a customer's mailing address, the postmaster may extend the forwarding period for one additional year providing mail is being regularly received addressed to the old address. To qualify, the addressee must demonstrate that an economic or financial hardship will ensue if extended forwarding is not granted and that a reasonable effort is being made to notify correspondents of the new mailing address.

* * * * *

.241 Change in Local Address

All mail, other than third-class mail of no obvious value, will be delivered as directed if the old and the new addresses are served by the same post office. If a change of address order to a post office box at the same post office as the old address was filed before October 1, 1980, *all* mail will be forwarded to the box in accordance with the instructions shown on Form 1093, through September 30, 1981. Additional postage is not required.

951—Post Office Lockbox Service

951.1 Purpose and Definition

* * * * *

.122 Lockboxes are located only in postal facilities. Customers receive their mail in these boxes and may open the boxes by means of a key or combination. A number is assigned to each box. Mail intended for delivery through a box must show the assigned post office box number in the address immediately above the city, State, and ZIP Code. Lack of a ZIP Code on mail, or use of a ZIP Code other than that assigned to the box section, could result in delayed or incorrect delivery. Mail without a box number will be delivered to the street address if shown in the address. If no street address is shown, the mail may be treated as undeliverable as addressed. Mail bearing both a street address and box number will be delivered in accordance with 122.16.

952—Caller Service

952.1 Purpose and Definition

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.125 A caller number is assigned to the caller for each separation used, and the caller must use the term *Box Number* and the assigned number in the mailing address immediately above the city, State, and ZIP Code. Lack of a ZIP Code on mail, or use of a ZIP Code other than that assigned to the box section which provides the caller service, could result in delayed or incorrect delivery. Mail without a box number will be delivered to the street address if shown in the address. If no street address is shown, the mail may be treated as undeliverable as addressed. Mail bearing both a street address and a box number will be delivered in accordance with 122.16.

* * * * *

These changes will be incorporated in a future revision to DOMESTIC MAIL MANUAL.

In the near future, Headquarters will initiate a comprehensive customer awareness program to inform customers about this change. In order for the change to be implemented successfully, we must have customer cooperation.—*Rates and Classification Dept., 9-25-80.*

Propery Code Number Addition

Handbook F-43, *Property Code Numbers,* was revised November 15, 1979, and provides space at the bottom of each page to allow room for temporarily recording new PCN additions, changes, and deletions until the affected pages are reprinted. To keep the handbook current, make the following changes in the three sections; i.e., *PCN Numeric, Budget Index Code* (*BIC*), and *Alphabetical Sequence,* of the handbook for the following addition effective A/P 12, FY 1980.

Change Action	Class	BIC	Property Code No.	Commitment Account No.	Service Life	Description
Addition	B	2DD	9911.02	86232	10	MPLSM EZR System

—*Finance Dept., 9-25-80.*

Stamps Removed From Sale

The following items will be withdrawn from sale at the Philatelic Sales Division at the close of business November 30, 1980:

Item No.	*Description*
462	15¢ Martin Luther King, Jr.
463	15¢ Robert F. Kennedy
464	15¢ International Year of the Child
465	15¢ John Steinbeck
466	15¢ Albert Einstein
468	15¢ American Architecture
470	15¢ Seeing For Me
1R1, 1R2, 6R1, 6R2	13¢ Liberty Tree Revalued Envelope

Any stock remaining on hand after November 30, 1980, must immediately be withdrawn from all philatelic outlets and placed on general sale until December 30, 1980. After that date, handle any remaining stock according to 553, Handbook F-1, *Financial Handbook for Post Offices.*

Post offices may continue selling the 13¢ Liberty Tree Revalued envelopes at their regular windows until stock is exhausted.—*Customer Services Dept., 9-25-80.*

OPM Form Revised

The Office of Personnel Management has revised SF 2805, *Request for Recovery of Debt Due the United States.* The revised edition of SF 2805 (Rev. 4-80) April 80 is now a 4-part form and will be available in the supply centers September 2, 1980. Send requisitions to your area supply center. The previous editions are not acceptable and should be destroyed.—*Finance Dept., 9-25-80.*

Postmarking and Hand Canceling Stamps—Requisitions

New contracts for rubber and steel postmarking and hand canceling stamps have been awarded for Fiscal Year 1981. Ordering procedures are as follows:

Hand canceling and postmarking stamps are to be requisitioned from the supporting area supply center using Form 1567, *Requisition for Rubber and Steel Stamps.* Submit the June 1980 edition only.

For this fiscal year, stamp requirements have been divided among four different contractors. In order to facilitate ordering and processing, postal facilities are requested to submit a separate Form 1567 for each of the following groups:

Group 1—550, 550 (modified without killer bars), 552, 570 and 762
Group 2—577B, 602, 602A, 603, 603B and 603C
Group 3—579
Group 4—716 and 718H

Attach to each Form 1567, a preaddressed permit #10 label (Label 41-V), showing specific destination (name, room number, department, section, etc.), to which items are to be delivered. Requisitions should be typewritten or clearly printed. If a clear impression cannot be furnished, indicate the desired wording in the impression block and the correct item in the item block. Consult Publication 24, *Supply Catalog,* for the proper item number and authorized wording.

Do not include any other item but those listed on requisition Form 1567. Include finance number, Fedstrip number and ZIP Code, as well as the name and phone number of the person to whom inquiries may be directed.

Emergency requirements (due to fire, theft or other catastrophic conditions *only*), may be submitted by telephone to the supporting Area Supply Center. Postal activities are to direct all inquiries to their supporting Areas Supply Center as follows: Eastern Area Supply Center, Philip V. Russo, FTS 340-9223, Commercial (201) 725-2722, Ext. 223; Western Area Supply Center, Edward Shaw, FTS 752-5163, Commercial (913) 295-6163.—*Procurement & Supply Dept., 9-25-80.*

Notice 21—Calendar

The new 13-Period Year Calendar for Fiscal Years 1981 and 1982 is shown in this POSTAL BULLETIN on page 9. Detach from the BULLETIN for office use. National holidays are shown on the calendar for planning purposes. Postmasters and heads of other installations should identify on the calendar other special days that have significant effect on mail volume in their respective offices. These days include Easter, Mother's Day, St. Valentine's Day, and Father's Day, as well as state and local holidays. The calendar, Notice 21, has been printed and is available in the supply centers.

Stock on hand at supply centers of previous fiscal year editions is to be disposed of as waste when the PFY 1981 edition is received.—*Finance Dept., 9-25-80.*

COD Money Orders

When issuing money orders in payment for COD articles, the issuing employee must:

1. Enter the name of the sender of the package under *Pay To* and the name of the addressee under "*Purchased By* or *From* (see 914.621a, DMM).

2. Place the complete COD number opposite *For* or *COD Number* (see 914.621b, DMM).

Failure to complete money orders properly causes mailers to needlessly file claims for loss or no remittance.—*Rates & Classification Dept., 9–25–80.*

Handbook F–1

Handbook F–1, *Financial Handbook for Post Offices* Transmittal Letter 9, August 8, 1980, has been issued. Post offices participating in the Computerized Meter Resetting System should pay particular attention to Appendix E. The telephone number in Section E–232.2 must be changed to (203) 356–5555. Questions or comments should be routed to the Management Sectional Center Finance Office.—*Finance Dept., 9–25–80.*

Gold Medallion Program Extended

The Bureau of the Mint has again extended the 1980 Gold Medallion Program. **All postal facilities are to continue displaying promotional materials and accepting orders until advised to stop.** Ignore the September 30 closing date printed in POSTAL BULLETIN 21259 (8–21–80).

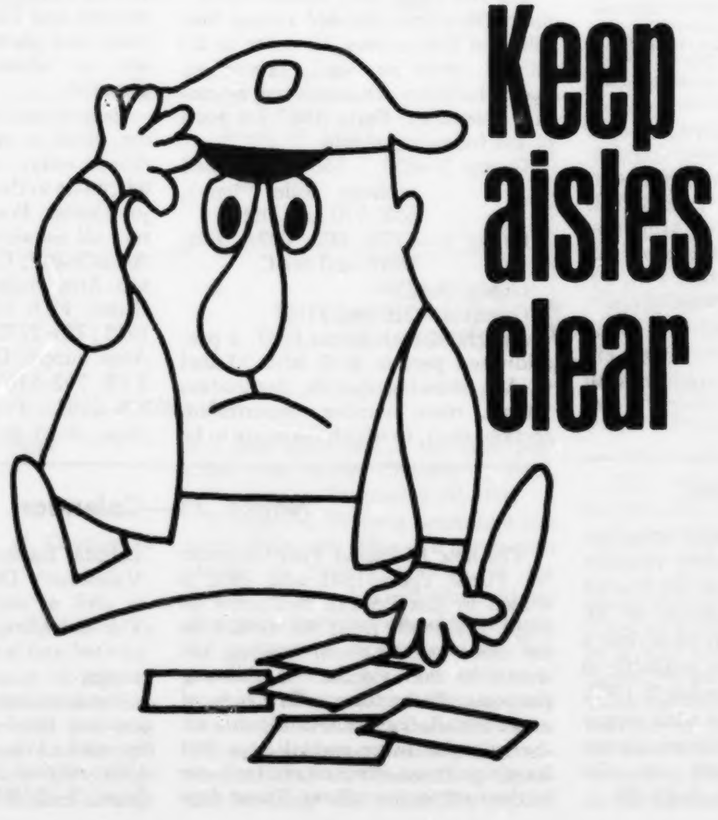
Employees who accept medallion orders must continue to sign each order and date stamp it twice.—*Delivery Services Dept., 9–25–80.*

Canal Zone

POSTAL BULLETINS 21244 (5–8–80) and 21252 (7–3–80) announced that effective October 1, 1980, mail showing a Canal Zone address would not be accepted.

At the request of the Panama Canal Commission, the U.S. Postal Service has agreed to a one-year extension of the deadline for acceptance of mail showing a Canal Zone address. Mail showing a Canal Zone address should be handled in accordance with current procedures until **October 1, 1981.**

Employees should advise customers that mail showing a Canal Zone address that is sent to persons or organizations who have not been authorized to use military postal facilities in Panama will be returned to sender. The directory service in Panama will endorse such mail to indicate it must be addressed to the Republic of Panama and must be prepaid at the appropriate international postage rate.—*Rates & Classification Dept., 9–25–80.*



U.S. POSTAL SERVICE

13 PERIOD YEAR CALENDAR — 1981-1982

PAY PERIOD	POSTAL FISCAL YEAR 1981 (October 4, 1980 through October 2, 1981) S	S	M	T	W	T	F	WEEK	POSTAL QUARTER	ACCOUNTING PERIOD	MONTH	HOLIDAYS	PAY PERIOD	POSTAL FISCAL YEAR 1982 (October 3, 1981 through October 1, 1982) S	S	M	T	W	T	F
22	4	5	6	7	8	9	10	1		1	OCT	COLUMBUS DAY	22	3	4	5	6	7	8	9
	11		13				17	2						10		12				16
23	18						24	3					23	17						23
	25						31	4						24						30
24	1						7	5	I	2	NOV	VETERANS DAY	24	31						6
	8			11			14	6						7				11		13
25	15						21	7				THANKSGIVING DAY	25	14						20
	22					27	28	8						21					26	27
26	29						5	9		3	DEC		26	28						4
	6						12	10						5						11
1	13						19	11					27	12						18
	20					25	26	12				CHRISTMAS DAY		19						25
2	27					1	2	13		4	JAN	NEW YEARS DAY	1	26						1
	3						9	14						2						8
3	10						16	15					2	9						15
	17						23	16						16						22
4	24						30	17	II	5	FEB		3	23						29
	31						6	18						30						5
5	7						13	19				WASHINGTON'S BIRTHDAY	4	6						12
	14		16				20	20						13		15				19
6	21						27	21		6	MAR		5	20						26
	28						6	22						27						5
7	7						13	23					6	6						12
	14						20	24						13						19
8	21						27	25		7	APR		7	20						26
	28						3	26						27						2
9	4						10	27					8	3						9
	11						17	28						10						16
10	18						24	29	III	8	MAY		9	17						23
	25						1	30						24						30
11	2						8	31					10	1						7
	9						15	32						8						14
12	16						22	33		9	JUN	MEMORIAL DAY	11	15						21
	23		25				29	34						22						28
13	30						5	35					12	29		31				4
	6						12	36						5						11
14	13						19	37		10	JUL		13	12						18
	20						26	38						19						25
15	27						*3	39				INDEPENDENCE DAY	14	26						2
	4						10	40						3	4	*				9
16	11						17	41		11			15	10						16
	18						24	42						17						23
17	25						31	43					16	24						30
	1						7	44	IV		AUG			31						6
18	8						14	45		12			17	7						13
	15						21	46						14						20
19	22						28	47					18	21						27
	29						4	48				LABOR DAY		28						3
20	5		7				11	49		13	SEP		19	4		6				10
	12						18	50						11						17
21	19						25	51					20	18						24
	26						2	52			OCT			25						1

This two-year calendar conforms to the Postal Service 13-period accounting year and represents Fiscal Years 1981 and 1982. NOTE: Legal Holidays observed are: Columbus Day, the 2nd Monday in October; Veteran's Day, November 11; Thanksgiving Day, the 4th Thursday in November; Christmas Day, December 25; New Year's Day, January 1; Washington's Birthday, the 3rd Monday in February; Memorial Day, the last Monday in May; Independence Day, July 4; and Labor Day, the first Monday in Septemoer. *Holidays falling on Saturday observed on Friday; those falling on Sunday observed on Monday.

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TRAVEL ADVANCE POLICY CHANGE

This is to announce changes and clarification of travel policy regarding approval authority relative to requests for travel advances and liquidation. The policy regarding advance approvals is effective with applications submitted October 4, 1980, and subsequent. Liquidation procedures are effective with all claims submitted October 4, 1980, and subsequent. These changes will be incorporated in Handbook M-9, Travel, and are as follows:

A. *Regular and Training Travel Advance Approval Authority—$500 or Less and all Relocation Advances*

1. *Headquarters.* Officers, Associate and Assistant General Counsels, Assistant Chief Inspector, Office Directors, and General Managers.

2. *Regions.* Regional Postmasters General, Regional Directors, Regional Chief Inspectors, and Inspectors in Charge.

3. *Field Service.* Postal Data Center Directors, Automatic Data Processing Center Directors, Area Supply Managers and District Managers. Regional Postmasters General may redelegate this authority to Management Sectional Center Managers as deemed necessary. Accounts Payable Branch managers of the servicing Postal Data Center and the Manager, Postal Accounting Branch, Finance Department, Headquarters, must be advised of delegations of authority to Management Sectional Center Managers and any subsequent changes.

B. *Approval Authority of Travel Advances in Excess of $500*

1. *Travel Advances—Training.* Regional Postmasters General may redelegate to Management Sectional Center Managers, authority to approve travel advances up to $1,000 for personnel attending training programs in instances where employees are not housed in Postal Service quarters and providing that the program has a duration of two weeks or more. (The Accounts Payable Branch of the servicing Postal Data Center must be advised of these delegations of authority and any subsequent change). Additionally, Officers in Headquarters, Regional Chief Inspectors, Inspectors in Charge, and Field Directors at Bethesda and Norman are authorized to approve travel advances up to $1,000 under the same circumstances.

Included are programs conducted at PST&DI Bethesda, MD, PST&DI Field Centers, Technical Center, Norman, OK, contractor training at sites or facilities away from the official duty station, and temporary assignments at Bethesda or Norman for course development.

After approval by the Management Sectional Center Manager, Form 1011 *Application for Travel Advance,* should be submitted to the appropriate Postal Data Center for payment.

2. *Travel Advances—Headquarters/Field Interchange and Management Associate Programs.* The Headquarters/Field Interchange and Management Associate Programs, which are administered by the Career Development Division, Employee Relations Department, have many employees requiring large advances on short notice. The General Manager, Career Development Division is granted authority to approve travel advances for Management Associate participants not to exceed $2,000. The General Manager, Headquarters, Personnel Division, may approve advances not to exceed $2,000 for Interchange Program participants.

3. *Travel-Advances—Travel Other than Noted in B.1 and B.2 above.* An outstanding advance or request for advance (other than for a change of station action) may not exceed $500 unless a justification is signed by the employee and approved by one of the following individuals:

a. *Headquarters.* Officers, Associate and Assistant General Counsels, and Assistant Chief Inspector.

b. *Region.* Regional Postmasters General, Regional Chief Inspectors, and Inspectors in Charge.

c. *Field.* Directors, Postal Data Center.

This authority may not be redelegated.

C. *Emergency Travel Advances From Imprest Fund or Post Office Funds*

Cash advances obtained from an Imprest Funds Cashier or from post office funds (Handbook F-1, 446.32), for travel expenses in the field should not exceed $100. However, under emergency conditions, the amount may be increased to $300. At Headquarters, the cash advance from an Imprest Fund Cashier is limited to $150 for any one transaction. Requests for advances of this nature shall be submitted in duplicate on Form 1011. The original Form 1011 must be approved by an appropriate approving official (See A above), and signed by the employee on line 13b upon receipt of the advance. The cashier will retain copy of Form 1011 and forward the original to the appropriate postal data center when replenishment of the Imprest Fund is requested.

D. *Liquidation of Travel Advances*

1. *Continuous Travel*

a. If travelers such as Inspectors, Interchange participants, Management Associates, etc., have assignments which entail continuous or frequent travel (i.e., daily, weekly, monthly), refund of advances will not be required until the assignment is culminated. These travelers *must* place a statement *on the face of each expense voucher* which will read *Claimant of Expenses on a Continuous Travel Assignment.* Postal Inspectors required to retain investigative travel advances will endorse their vouchers . . . *Travel Advance Required for Investigative Purposes.* The approving official's signature on the travel voucher signifies concurrence with the claimant's statement.

b. Every third accounting period, managers having employees in a "continuous travel advance status" must review their records to assure that this status should continue. If the employee's status or assignment has changed, the manager must request an immediate refund of any outstanding travel advance.

2. *Intermittent Travel*

a. Employees not identified as continuous travelers, but who are returning from one trip and planning another within three weeks of the last day in travel status must have the following statement placed on the face of their voucher to preclude the refund requirements. . . . *Employee will be Traveling Within the Next Three Weeks. Advance is Authorized to Remain Outstanding Until (date).* The approving officials must affix their signature below this statement before the voucher will be honored at the processing/paying center.

b. If, upon completion of a travel assignment, no travel is anticipated within the following three week period, a voucher must be filed immediately and expenses applied against any outstanding advance. Any advance in excess of expenses claimed must be repaid at that time by enclosing a check or money order with the travel voucher.

NOTE: Any voucher which does not carry either the continuous or intermittent travel statements and which does not reflect an application of money against the outstanding balance will have the amount of outstanding advance automatically applied against the claim by the processing center. If the claim does not liquidate the advance, the processing center will contact the employee's manager and request collection of amounts due.

E. *Control of Travel Advances*

1. *Preparation of Accounting Period Listing.* Postal Data Centers will prepare a listing each accounting period of employees with outstanding travel advances. This listing will be by region and for each organizational unit within the region or Headquarters. The listing will show the employee's name, SSN, finance number and amount of unpaid balance. The relocation balance shall be identified separately from regular outstanding travel advance activity.

2. *Review by Approving Officials.* Approving officials shall make a comprehensive review of the listings to determine whether each employee listed as carrying an outstanding advance is a continuous traveler or will be traveling within the next three weeks. If no travel is anticipated, the employee(s) must be requested to immediately refund the outstanding balance. If any of the employees listed will definitely travel within three weeks, a determination must be made of how much of the outstanding advance is needed and an immediate refund requested of any excess.

The review by approving officials is a basic control over money outstanding by employees and owed to the Postal Service. This review must be done thoroughly to adequately safeguard the Postal Service's assets and investment income.

3. *Review and Report Requirements.* Immediately following receipt of accounting period 06 and 12 of Outstanding Travel Advances (E.1. above), the organization noted below will review and reconcile the total outstanding balances of employees within their respective jurisdictions, to determine whether proper controls and adherence to policy are being exercised:

Chief Postal Inspector
Each Headquarters Department
Regional Chief Postal Inspector
Regional General Manager, Accounting Revenue & Protection Division (will review the total Region)

After analysis and reconciliation, a summary report of outstanding balances will be forwarded to the Accounting Services Branch, Finance Department, Headquarters. The report must include organization totals, statements relative to actions taken on certain cases, extended training or duty assignments which effect the balances, etc. (This does not preclude the requirements as stipulated in E.2., but rather is in addition to those requirements).—*Finance Dept., 9–25–80.*

TRAVEL—LODGING EXPENSES

Effective October 4, 1980, and subsequent, the following policy change will be implemented:

For travel in the contiguous United States, actual expenses will be allowed for lodging when employees are placed into a travel status for normal business travel, training, extended duty assignments, and relocation travel. Receipts supporting any lodging claim must accompany the related travel voucher(s) and must be from a hotel, motel or other recognized place of lodging. (There is no change regarding foreign allowances but travel policy relative to Alaska, Hawaii, Puerto Rico and U.S. Possessions will be modified in a subsequent POSTAL BULLETIN). ***This change is not, however, approval to randomly select lodging facilities without regard to cost.***

The following cities are defined as high cost areas and as a general rule, these locations require travelers to pay in excess of $36 per day. These cities are to be used as an evaluation factor when approving officials review lodging claims:

Albany, NY (all locations within Albany County)
Atlanta, GA
Austin, TX
Baltimore, MD
Boston, MA (all locations within the counties of Middlesex, Norfolk, and Suffolk)
Buffalo, NY
Chicago, IL (all locations within Cook, Lake and Du Page counties)
Cincinnati, OH
Cleveland, OH
Columbus, OH
Dallas/Ft. Worth, TX (all locations in Dallas and Tarrent counties)
Denver, CO (all locations within Denver, Adams, Arapahoe, and Jefferson counties)
Detroit, MI
Houston, TX (all locations within the corporate limits of Houston including the L.B. Johnson Space Center and Ellington AFB)
Kansas City, MO/KS
Los Angeles, CA (all locations within Los Angeles, Orange, and Ventura counties)
Miami, FL (all locations within Dade, Broward, Palm Beach, and Monroe counties)
Milwaukee, WI
Minneapolis, MI (all locations within Anoka, Hennepin and Ramsey counties)
New Haven, CT
Newark, NJ (all locations within Bergan, Essex, Hudson, Passaic, and Union counties)
New Orleans, LA (all locations within Jefferson, Orleans, Plaquemines, and St. Bernard parishes)
New York, NY (all locations within the boroughs of the Bronx, Brooklyn, Manhattan, Queens, and Staten Island, and the counties of Nassau and Suffolk)
Philadelphia, PA (all locations within Philadelphia and Bala Cynwyd, PA)
Pittsburgh, PA
Portland, OR
Providence, RI
Rochester, NY
Sacramento, CA
San Bernadino, CA (all locations within San Bernadino County)
San Diego, CA (all locations within San Diego County)
San Francisco/Oakland, CA (all locations within San Francisco and Alameda and Contra Costa counties)
San Jose, CA (all locations within Santa Clara County)

- San Mateo, CA (all locations within San Mateo County)
- Santa Barbara, CA (all locations within Santa Barbara County)
- Seattle, WA (all locations within King County)
- Spokane, WA
- Syracuse, NY
- Tampa/St. Petersburg, FL (all locations within Hillsboro and Pinnellas counties)
- Tucson, AZ
- Washington, DC (all locations within the corporate limits of Washington, DC; the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington, Loudon and Fairfax in Virginia; and the counties of Montgomery and Prince Georges in Maryland)
- Wilmington, DE

A diligent effort must be made to obtain lodging for $36 or below in all areas; however, if reasonable but unsuccessful attempts are made to secure less costly lodging, payments will be made for actual expenses incurred.

Control over lodging expenses is an integral part of the approving official's management obligation. An employee's capricious or nondiscretionary use of lodging facilities charging exorbitant fees shall not be tolerated. In these situations, the amounts claimed in excess of $36 will be disallowed by the approving official.

References to a "standard lodging rate" in Handbook M-9, *Travel,* 422.5 and 432.2 (advance round trip and enroute), are no longer applicable. The policy is to pay for actual lodging expenses, and per diem calculated as currently stated. The *standard $25 lodging rate* will be used for computation of temporary quarters allowances.

While in an advance round trip status, the employee and spouse will be allowed actual lodging expenses when traveling together. The spouse will also be entitled to 70% of the standard *per diem* rate. If the spouse travels on an advance round trip without the employee, actual expenses for lodging and the standard per diem rate may be allowed.

When an employee is in an enroute travel status (relocation), the employee and/or spouse and family will be entitled to actual expenses for lodging, plus:

Employee	*Standard per diem*
Immediate family members—age 12 or Older	70% of standard per diem rate.
Immediate family members—under age 12	50% of standard per diem rate.

—*Finance Dept., 9-25-80.*

TRAVEL—REQUESTS FOR DEVIATION

Effective October 4, 1980, the following policy change is made regarding requests for deviations relative to official U.S. Postal Service travel.

1. Deviation requests of less than $100 may be approved or denied by the employee's *respective* Regional Postmaster General, Regional Chief Inspector, or Officers in Headquarters.

2. Requests for deviation of $100 to $250 must be forwarded to the General Manager, Accounting Division, Headquarters, for approval or denial.

3. Requests for deviation in excess of $250 and requests for deviations not involving dollar values (i.e., real estate time frame extensions beyond allowable limits) must be forwarded to the General Manager, Accounting Division, Headquarters, for review and subsequent recommendation to the Executive Assistant to the Postmaster General for approval or denial.

4. All requests for deviation from travel policy *must* originate with the employee via a memorandum explaining the circumstances which led to the incurrence of expenses in excess of amounts allowable under U.S. Postal Service travel policy. This memorandum must be forwarded through the employee's normal chain of command to the final adjudicating official designated above. Respective managers/supervisors must attach their recommendation and add any pertinent facts which could assist in the final evaluation of the request. Only the official noted above or individuals acting in their absence may approve or deny the requests for deviation.

5. Memorandums indicating that a deviation has been approved must accompany the employee's travel voucher. The processing/paying center shall not accept any claims for travel expenses in excess of allowable limits unless a deviation allowance memorandum, signed by the proper official, is attached to the travel voucher.—*Finance Dept., 9-25-80.*

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POST OFFICE CHANGES NO. 29

(Supplemental to 1980 National ZIP Code and Post Office Directory.)

Abbreviations: B=Branch. C=City Delivery. Conv.=Converted. CPO=Community Post Office. Disc.=Discontinued. Estab.=Established. F=Finance. Fac.=Facility. I=Independent Post Office. IC=Independent City. MOU=Money Order Unit. MPO=Main Post Office. MR=Mailing Restrictions (from Part 126 DMM) apply. NP=Nonpersonnel. NZCD=National ZIP Code and Post Office Directory. P=Postal facility discontinued, name retained for address purposes. Resc.=Rescinded. S=Station. x=Classified. (Contract stations and branches do not have the symbol "x" following the symbol of type of installation.)
Symbols: (1)=Officially closed on date shown. Notice is for administrative record purposes. (2)=Officially established on date shown. Notice is for administrative record purposes. (3)=All services previously terminated. Date shown is official discontinued date for administrative purposes.

State	Name of post office	County/parish	Name of station, branch, or unit	Type S/B	ZIP Code	Change action	Effective date	Explanation of change
CA	San Francisco	San Francisco	APO 96221	B	96221	Delete	9-12-80	APO disc.
CA	Santa Barbara	Santa Barbara	Goleta	Bx	93017	Delete	1-1-81	Bx ZIP Code changed.
CA	do	do	do	Bx	93117	Add	1-1-81	
CA	do	do	Isla Vista	B	93017	Delete	1-1-81	B ZIP Code changed.
CA	do	do	do	B	93117	Add	1-1-81	
CA	do	do	Ellwood	Bx	93018	Delete	1-1-81	Bx ZIP Code changed.
CA	do	do	do	Bx	93118	Add	1-1-81	
ID	Leslie	Custer		I	83240	Delete	10-25-80	PO disc. Change ZIP Code only. Continue address of Leslie, ID (1)
ID	do	do		P	83255	Add	10-25-80	
ME	Portland	Cumberland	Falmouth	B	04105	Delete	3-15-80	B disc. Retain ZIP Code (1)
MI	Ishpeming	Marquette	North Lake	B	49849	Add	7-1-80	B estab. (2)
NY	Buffalo	Erie	Clearfield	B	14240	Delete	8-31-80	B disc. Retain ZIP Code. (1)
NY	New York	New York	APO 09814	B	09814	Add	8-15-80	APO temporarily estab. MR=B-C-D and U will apply.
NY	do	do	APO 09688	B	09688	Add	10- 2-80	APO temporarily estab. MR=B-C-D and U will apply.
TN	Chattanooga	Hamilton	Airport Road	S	37421	Delete	6-30-79	S disc. Retain ZIP Code. (1)
TN	do	do	Highland Plaza	S	37415	Delete	4-18-80	S disc. Retain ZIP Code. (1)
TN	Dayton	Rhea	Richland Park	B	37321	Delete	8-14-80	B disc. Retain ZIP Code. (1)
TX	Abilene	Taylor	Sagerton [1]	CPO	79548	Delete	11- 3-79	CPO parent PO changed. Retain ZIP Code.
TX	Stamford	Jones	do	CPO	79548	Add	11- 3-79	
TX	Abilene	Taylor	Avoca	CPO	79503	Delete	11- 3-79	CPO parent PO changed. Retain ZIP Code.
TX	Stamford	Jones	do	CPO	79503	Add	11- 3-79	
WI	DePere	Brown	Ledgeview	B	54115	Add	7- 1-80	B estab. (2)

[1] CPO is located in Haskell County.

—*Delivery Services Dept., 9-25-80.*

UNIFORM PROGRAM—LICENSED VENDOR LISTING

Each of the following uniform vendors has received a vendor's license since distribution of Publication 136, *Licensed Vendor Listing*. These lists must be posted where they are readily available for employees to read.

Cobblers Bench	2040 Aurelius Road	Holt	MI 48842
Cyr's Department Store, Inc.	226 Main Street	Limestone	ME 04750
Felty Uniform #13	15360 S.E. Stark	Portland	OR 97233
Fitzgerald Shoe Hospital	113 E. Central Avenue	Fitzgerald	GA 31750
George's Shoe Boy	211 10th Street	Worthington	MN 56187
Gladden Shoe Shop	Main Street	Cedartown	GA 30125
Hannelore's "Master" Tailor Shop	2714 No. 13th Place	Fort Dodge	IA 50501
Heuer Shoe Store	226 Main Street	Batesville	AR 72501
Hoffman's Shoe Repair & Boot Corral	718 West Chapman	Placentia	CA 92670
David Hyndman	5553 Ryewyck	Toledo	OH 43614
Knapp Shoes of Allentown	4571 Tilghman Street	Allentown	PA 18104
Landry's Uniform Company, Inc.	1219 Julia Street	New Iberia	LA 70560
Michael Senyck	527 Disston Street	Philadelphia	PA 19111
Official Uniform & Accessories, Inc.	20 Broadway	Asheville	NC 28801
Orange Uniform Center	55 Central Avenue	Orange	NJ 07050
Red Wing Shoe Store	3128 Kermit Highway	Odessa	TX 79760
Red Wing Shoe Store	100 N. Spur 63	Longview	TX 75601
The Shoe Shoppe	6435 State Farm Drive #F	Rohnert Park	CA 94928
The Uniform Cottage	3333 South 27th Street	Milwaukee	WI 53215
The Uniform Store	1512 6th Avenue	Seattle	WA 98101
Uniforms by Gilson	2710 Hempstead Turnpike	Levittown	NY 11756

—*Labor Relations Dept., 9-25-80.*

VACANT REGULAR RURAL ROUTES LISTING NO. 80–42

The vacant rural routes listed below will be posted for bid in accordance with the USPS–NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this POSTAL BULLETIN. Those rural carriers having special bidding rights as defined in the USPS–NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

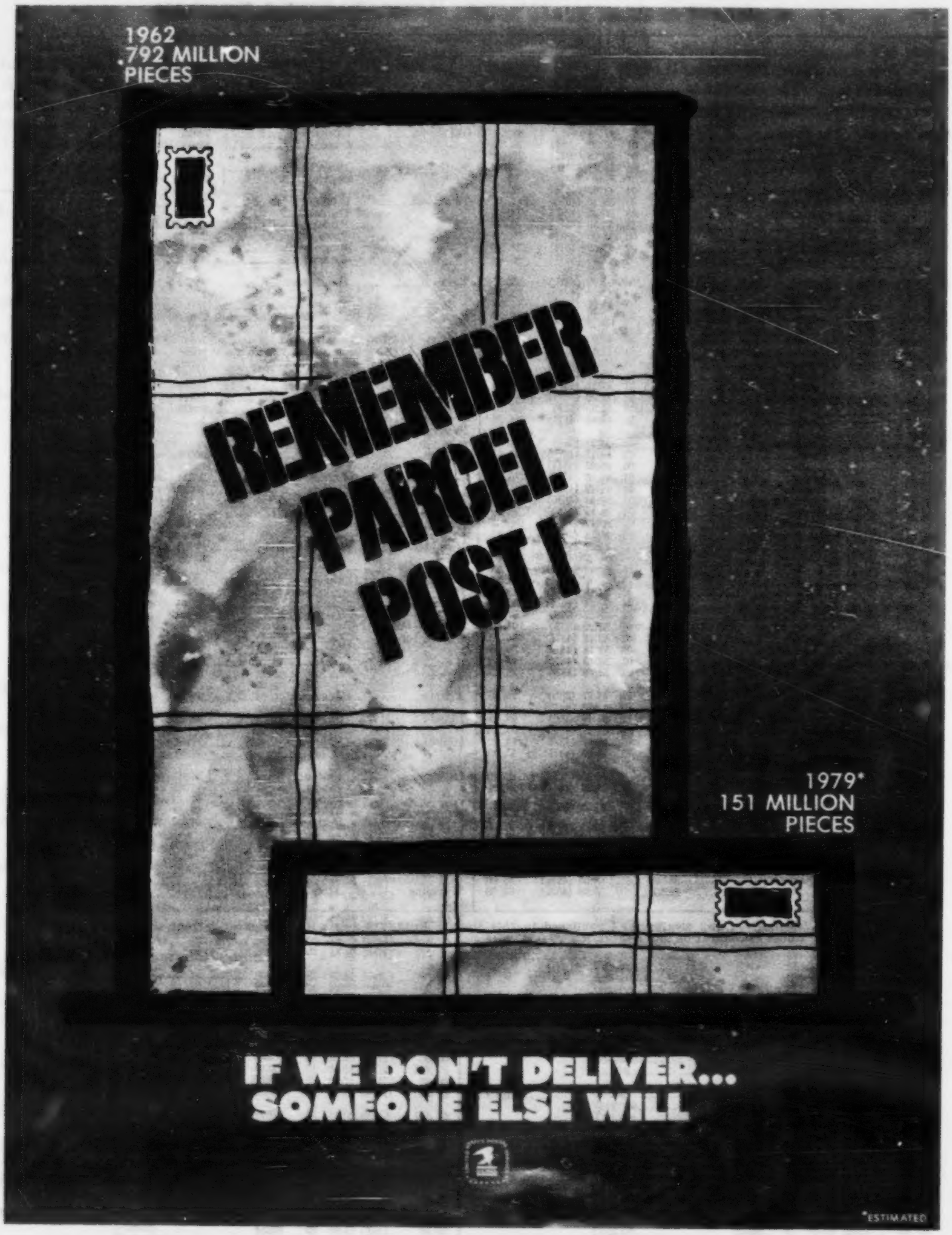
State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
CENTRAL REGION					
Illinois	Stockton	61085	01	37:14 (37S)	75.00
	McLeansboro	62859	01	37:37 (37S)	71.60
Indiana	Martinsville	46151	04	44:09 (45H)	49.40
	Goshen	46526	06	35:49 (36H)	28.75
	Huntington	46750	03	43:21 (42H)	50.90
	Charlestown	47111	03	43:45 (43H)	56.10
Iowa	Ames	50010	02	41:38 (42H)	98.27
	Carlisle	50047	02	45:18 (42J)	58.77
	Indianola	50125	02	42:38 (43H)	71.50
	Riceville	50466	01	46:43 (43J)	90.06
	Thompson	50478	01	42:20 (43H)	92.86
	Fort Dodge	50501	06	47:39 (44J)	59.70
	Gilmore City	50541	02	43:46 (44H)	105.81
	Pomeroy	50575	01	38:41 (39H)	91.05
	Woolstock	50599	01	30:06 (30H)	72.95
	Kingsley	51028	02	40:25 (40S)	96.35
	Sibley	51249	02	40:01 (40S)	86.70
	Spirit Lake	51360	06	37:39 (38S)	28.70
	Council Bluffs	51501	05	50:00 (47K)	46.90
	Logan	51546	01	43:31 (44H)	110.25
Kansas	Lawrence	66044	05	47:08 (43J)	58.10
	Manhattan	66502	04	48:57 (45J)	60.85
	Topeka	66618	10	37:22 (37S)	48.65
	Pittsburg	66762	03	43:39 (44H)	40.70
	Conway Springs	67031	01	37:41 (38S)	104.65
	Mullinville	67109	01	39:50 (40S)	122.74
	Pratt	67124	01	39:50 (38S)	80.35
	Wichita	67270	08	41:37 (42S)	85.00
	Great Bend	67530	06	39:51 (40S)	84.70
	Hoisington	67544	01	38:20 (34S)	90.22
	Dresden	67635	01	37:24 (37S)	126.65
	Oberlin	67749	01	38:43 (37S)	105.65
	Healy	67850	01	37:06 (37S)	102.90
Kentucky	Lebanon	40033	01	51:08 (48K)	60.60
	Springfield	40069	01	47:39 (44J)	94.30
	Louisville	40229	24	42:16 (42H)	27.70
	Harrodsburg	40330	03	41:51 (42H)	79.00
	Winchester	40391	03	43:17 (42H)	56.30
	Berea	40403	03	51:20 (48K)	52.35
	Frankfort	40601	06	46:44 (43J)	50.10
Michigan	Imlay City	48444	03	50:15 (46J)	58.55
	Mount Morris	48458	03	46:25 (46H)	22.10
	Negaunee	49866	01	39:35 (40S)	65.50
Minnesota	Farmington	55024	04	53:00 (48K)	20.45
	Anoka	55303	02	46:42 (43J)	67.80
	do	55303	05	51:02 (48K)	41.75
	Long Lake	55356	02	49:57 (46J)	30.70
	Osseo	55369	03	42:34 (43H)	48.10
	New Prague	56071	03	41:14 (41S)	61.85
	St. James	56081	02	45:32 (46H)	108.10
	Solway	56678	01	43:30 (44H)	118.10
Missouri	DeSoto	63020	02	52:57 (44K)	83.35
	Taylor	63471	01	36:22 (36S)	60.90
	Kansas City	64108	09	36:18 (36H)	19.00
	do	64108	26	44:33 (45H)	72.30
	Dawn	64638	01	37:11 (37S)	98.75
	Hamilton	64644	01	40:08 (40S)	96.60
	Joplin	64801	01	47:14 (43J)	42.45
	do	64801	07	45:36 (46H)	80.00
	LaMonte	65337	01	44:28 (44H)	118.75
	Springfield	65802	23	40:21 (41H)	23.30
	do	65803	39	43:34 (44H)	80.85
Nebraska	Petersburg	68652	01	41:30 (42S)	105.75
	Allen	68710	01	40:53 (41S)	111.40
	Plainview	68769	01	42:37 (44H)	111.85
	Broken Bow	68822	05	43:31 (44H)	108.00
	Red Cloud	68970	02	41:54 (42S)	128.75
North Dakota	Hurdsfield	58451	01	39:35 (38S)	140.00
	Marion	58466	01	39:40 (38S)	119.35
Ohio	Barnesville	43713	02	41:38 (42H)	84.75
	Clinton	44216	02	46:42 (43J)	28.60
	West Union	45693	04	38:13 (38S)	38.25
	Glouster	45732	05	44:10 (44H)	80.35
South Dakota	Brookings	57006	01	40:28 (40S)	80.75
	Centerville	57014	01	40:59 (41S)	112.85
	Colton	57018	03	43:41 (44H)	112.85
	Dell Rapids	57022	03	38:37 (38S)	108.29
	Yankton	57078	05	41:18 (41S)	117.70
	Sioux Falls	57101	09	50:25 (42K)	19.65
	Astoria	57213	01	40:28 (40S)	121.80
	South Shore	57263	01	39:09 (38S)	127.35
	Plankinton	57368	03	41:17 (41S)	137.70
Wisconsin	Franksville	53126	03	44:18 (44H)	66.95
	Livingston	53554	01	45:41 (46H)	92.20
	Potosi	53820	02	46:27 (42J)	78.65
	Marinette	54143	02	44:46 (45H)	60.80
	Wausau	54401	05	46:04 (44J)	86.20
EASTERN REGION					
Maryland	Aberdeen	21001	02	47:34 (44J)	36.65
New York	Clymer	14724	01	34:50 (38S)	66.01
	do	14724	02	37:35 (38S)	61.90
Pennsylvania	Butler	16001	06	46:22 (43J)	46.45
	Saegertown	16433	02	47:56 (44J)	37.75
	Pine Grove	17963	03	46:30 (42J)	42.80
	Coplay	18037	01	51:41 (42K)	40.25
	Pottstown	19464	05	54:30 (46K)	35.60
Virginia	Dumfries	22026	04	51:17 (48K)	25.45
NORTHEAST REGION					
Massachusetts	Barre	01005	02	43:05 (44H)	47.67
Connecticut	Lebanon	06249	02	50:13 (46K)	30.65
New Jersey	Lebanon	08833	03	39:36 (48K)	42.70
SOUTHERN REGION					
Alabama	Sylacauga	35150	04	45:02 (45H)	58.25
	Birmingham	35203	01	40:42 (41H)	28.65
	Athens	35611	06	40:04 (40S)	96.55
	Florence	35630	03	49:60 (46J)	82.75
	do	35630	05	49:57 (46J)	70.75
	do	35630	07	58:58 (45K)	72.75
	Billingsley	36006	01	37:20 (37S)	90.30
	Eufaula	36027	03	51:30 (43K)	108.10
	Millbrook	36054	01	53:45 (45K)	30.10
	Wetumpka	36092	01	54:18 (46K)	96.25
	New Brockton	36351	02	38:39 (34S)	60.75
	Andalusia	36420	07	42:46 (43H)	96.90
	Theodore	36582	01	47:54 (43J)	50.80
	Wilmer	36587	03	44:27 (44H)	66.30
	Mobile	36601	06	44:19 (44H)	38.95
	Orrville	36767	01	46:40 (45J)	105.30
Arkansas	Rosston	71858	06	42:31 (43H)	102.10
	Paragould	72450	07	43:33 (44H)	96.35
	Smithville	72466	01	44:02 (44H)	97.35
	Hardy	72542	01	40:38 (41H)	92.95
	Springdale	72764	03	42:30 (42H)	61.55
	Hardy	72542	05	40:12 (43H)	71.90
Florida	Callahan	32011	03	47:25 (45K)	30.00
	Westville	32464	02	54:45 (46K)	128.75
	Lakeland	33802	01	44:44 (41J)	42.35
	do	33802	11	36:27 (36S)	35.40
Georgia	Conley	30027	06	38:11 (38H)	12.70
	Smyrna	30080	01	55:30 (46K)	35.80
	Temple	30179	02	46:58 (44J)	86.00
	Grayson	30221	01	47:34 (45K)	46.05
	Milner	30257	01	51:30 (43K)	104.45
	Atlanta	30304	06	54:38 (46K)	35.25
	Thomasville	31792	06	50:53 (42K)	40.70
	Appling	30802	01	46:30 (40S)	75.95
Mississippi	Tishomingo	38873	02	40:05 (40S)	97.15
	Natchez	39120	01	42:53 (44H)	73.80
	Utica	39175	03	44:10 (44H)	88.13
	DeKalb	39328	01	38:32 (38S)	104.80
	Columbus	39701	02	42:08 (42H)	65.80
	do	39701	03	42:17 (43H)	105.80

VACANT REGULAR RURAL ROUTES TO BE POSTED—Continued

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
North Carolina	Aulander	27805	01	47:54 (44J)	82.80
	Jackson	27845	01	42:29 (43H)	93.35
	Dallas	28034	04	39:15 (39H)	29.00
	Salisbury	28144	08	53:05 (44K)	42.00
Oklahoma	Weatherford	73096	04	44:01 (44H)	92.70
	Longdale	73755	01	39:33 (40S)	111.35
	Collinsville	74021	03	50:44 (42K)	43.85
	Tulsa	74101	11	53:56 (45K)	40.50
	ADA	74820	02	46:08 (46H)	89.60
	Wanette	74878	02	45:59 (46H)	128.75
	Wewoka	74884	01	42:25 (42H)	96.10
South Carolina	Lugoff	29078	02	53:02 (44K)	92.50
	Laurens	29360	04	45:30 (42J)	71.00
	Clover	29710	01	47:00 (43J)	71.00
	North Augusta	29841	02	50:18 (46J)	62.90
Tennessee	Johnson City	37601	07	47:29 (44J)	45.10
	Maryville	37801	01	42:41 (42H)	77.90
	Seymour	37865	04	38:14 (36S)	28.00
	Speedwell	37870	02	35:25 (35S)	63.10
	Union City	38261	01	47:21 (43J)	83.80
	Cookeville	38501	08	42:20 (42H)	88.60
	do	38501	13	46:25 (41J)	52.25
	do	38501	15	41:45 (41H)	35.70
Texas	Kaufman	75142	02	44:27 (41J)	88.00
	Paris	75460	02	54:11 (45K)	51.45
	do	75460	05	45:02 (45H)	45.00
	Jasper	75951	01	40:35 (45H)	76.70
	Rockdale	76567	01	44:42 (45H)	81.50
	China Spring	76633	01	53:54 (45K)	95.05
	Mexia	76667	02	45:13 (41J)	80.20
	Lometa	76853	01	38:17 (38S)	100.23
	San Angelo	76901	05	45:18 (45H)	77.75
	Houston	77040	22	35:27 (36S)	29.90
	Humble	77338	04	41:00 (41H)	21.60
	do	77338	05	41:38 (42H)	21.35
	do	77338	14	42:58 (43H)	24.35
	Baytown	77520	01	42:18 (42H)	55.80
	do	77520	04	39:24 (40H)	26.60
	Port Lavaca	77979	01	38:28 (38S)	67.55
	Three Rivers	78071	01	35:23 (35S)	104.40
	Burnet	78611	02	42:43 (43H)	64.70
	Georgetown	78626	06	52:18 (44K)	35.65
	Hondo	78861	01	53:43 (45K)	148.80
	Smithville	78957	02	34:46 (35S)	75.65
Alabama	Alabaster	35007	05	35:27 (36S)	25.65
	do	35007	02	44:25 (44H)	40.55
	Bremen	35033	02	35:41 (36S)	78.11
	Hanceville	35077	03	41:27 (41S)	84.25
	Jemison	35085	01	46:40 (43J)	74.40
	Union Grove	35175	01	44:09 (44H)	61.95
	Cottondale	35453	01	49:44 (46J)	70.20
	Addison	35540	01	41:35 (42H)	83.40
	Nauvoo	35578	01	46:25 (46H)	81.55
Florida	Quincy	32351	06	49:28 (46J)	100.45
Georgia	Irwinton	31042	01	40:25 (43H)	97.05
	Tennille	31089	03	52:04 (46K)	107.00
North Carolina	Denton	27239	03	42:04 (43H)	90.00
	Elm City	27822	01	40:28 (41H)	57.80
	Charlotte	28226	07	53:00 (45K)	55.00
	do	28226	10	55:10 (46K)	67.00
Oklahoma	Durham	73642	01	41:28 (41S)	142.94
	Gage	73843	02	40:06 (40S)	146.85
South Carolina	Pomaria	29126	02	21:40 (22S)	40.95
	Central	29630	01	41:54 (42H)	57.35
Tennessee	Delano	37325	01	32:38 (33S)	60.60
	Dunlap	37327	02	36:42 (37S)	50.15
	Huntland	37345	01	47:17 (43J)	85.30
	Blountville	37617	02	39:30 (40H)	38.45
	Blountsville	37617	05	38:59 (39H)	22.15
	Knoxville	37901	46	36:26 (37S)	37.40
Texas	Henderson	75652	04	52:08 (43K)	90.10
	do	75652	05	50:53 (42K)	107.00
	Tyler	75706	09	46:28 (43J)	70.70
	Glen Rose	76043	01	39:51 (40S)	81.70
	Springtown	76082	02	52:13 (44K)	71.60
	Weatherford	76086	01	44:19 (44H)	74.20
	do	76086	04	43:21 (43H)	73.75
	Bowie	76230	02	48:18 (44J)	131.00
	Gainesville	76240	04	47:44 (44J)	96.40
	Comanche	76442	05	44:48 (45H)	101.80
	DeLeon	76444	02	41:47 (42S)	93.70
	Bremond	76629	01	38:00 (38S)	88.40
WESTERN REGION					
Arizona	Flagstaff	86001	02	51:00 (43K)	25.50
California	Lancaster	93534	03	33:46 (34S)	67.02
	Galt	95632	03	40:25 (40S)	65.70
Idaho	Parma	83660	02	39:23 (39S)	84.25
New Mexico	Albuquerque	87101	04	43:57 (44H)	23.25
	do	87101	12	44:08 (44H)	13.45
Oregon	Eugene	97401	08	46:31 (43J)	30.20
	Oakland	97462	01	39:31 (40S)	74.90
	Bend	97701	01	48:58 (41K)	61.90
	Herminston	97838	03	57:05 (48K)	51.40
Washington	Langley	98260	02	40:52 (41H)	39.80
	Stanwood	98292	09	43:02 (43H)	65.85
	do	98292	10	38:01 (38H)	20.95
	do	98292	11	40:47 (41H)	37.85
Arizona	Tucson	85726	13	40:28 (41K)	52.55
Idaho	Blackfoot	93221	03	45:04 (45H)	61.25
Montana	Billings	59101	01	43:36 (44H)	60.40
	do	59101	04	44:38 (45H)	68.80
Oregon	Colton	97017	01	39:02 (39H)	52.05
	Sandy	97055	01	51:15 (43K)	46.90
	Cornelius	97113	02	45:37 (42J)	28.00
	Tillamook	97141	01	44:08 (44H)	67.70
	Portland	97208	01	41:53 (42H)	61.05
Washington	Marysville	98270	08	44:22 (41J)	22.90
	Castle Rock	98611	03	53:01 (44K)	55.55
	Yakima	98903	05	48:06 (40K)	81.70
Wyoming	Albin	82050	01	20:26 (20S)	43.50

*The "Route Classification and Evaluation" published in this POSTAL BULLETIN may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

—Labor Relations Dept., 9–25–80.


1962
792 MILLION
PIECES
REMEMBER
PARCEL
POST!
1979*
151 MILLION
PIECES
IF WE DON'T DELIVER...
SOMEONE ELSE WILL
*ESTIMATED

Warning Notice—Unrecovered Stolen Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)

The following money orders are void and should not be cashed: (1) All card type orders. (2) New style orders 000,000,001—199,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, KIA 0B1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21263 article.

200,400,512 to 0,600
200,467,313 to 7,500
201,328,601 to 9,300
201,963,699 to 3,800
201,980,250 to 0,299
202,545,957 to 6,000
207,218,569 to 8,600
208,872,242 to 2,257
209,190,001 to 5,000
210,301,801 to 2,000
210,835,285 to 5,300
210,935,633 to 5,700
212,900,201 to 0,300
213,345,001 to 5,100
213,504,865 to 5,000
216,823,954 to 4,000
217,621,979 to 2,100
217,622,401 to 2,800
218,660,066 to 0,700
219,494,026 to 4,130
219,692,001 to 2,100
224,126,989 to 7,100
226,781,246 to 1,400
226,073,655 to 3,700
227,129,004 to 9,400
227,564,701 to 4,800
229,000,595 to 0,600
229,083,686 to 3,700
229,428,120 to 8,300
230,004,990 to 5,200
230,143,701 to 4,000
231,387,001 to 7,500
234,067,232 to 7,300
235,833,783 to 3,800
237,386,945 to 7,000
238,758,669 to 8,730
239,162,130 to 2,200
239,863,796 to 3,870
239,864,826 to 4,900
240,362,301 to 2,600
241,535,801 to 6,000
242,545,470 to 5,800
242,917,801 to 8,000
243,920,027 to 0,100
244,343,084 to 3,100
244,583,557 to 3,600
245,740,589 to 0,600
245,767,347 to 7,400
247,636,179 to 6,200
247,649,190 to 9,200
247,760,081 to 0,100
250,442,960 to 3,000
252,160,301 to 0,393
252,494,635 to 4,700
253,094,279 to 4,400
253,181,800 to 1,900
253,641,268 to 1,300
254,680,851 to 0,900
259,412,918 to 2,954
261,707,201 to 7,400
261,766,701 to 6,800
262,740,206 to 0,300
263,414,901 to 5,800
264,474,080 to 4,300
266,472,561 to 2,860
268,746,401 to 6,500
270,677,679 to 7,696
272,291,501 to 1,600
274,450,824 to 0,900
274,873,716 to 4,100
275,288,303 to 8,700
278,286,361 to 6,400
278,737,201 to 7,300
278,846,365 to 6,600
282,204,343 to 4,700
282,909,819 to 9,900
284,943,445 to 3,500
285,397,992 to 8,400
286,837,601 to 7,900
288,349,047 to 9,500
288,657,574 to 7,600
291,853,923 to 3,969
295,946,650 to 6,661
296,077,001 to 7,053
296,077,201 to 7,300
297,173,660 to 3,900
297,213,342 to 3,500
297,444,801 to 5,500
297,700,501 to 0,700
298,072,101 to 2,600
299,902,655 to 2,700
305,253,101 to 3,600
306,165,495 to 5,500
306,698,463 to 8,500
306,933,345 to 3,400
307,200,601 to 1,000
307,806,061 to 6,100
310,917,957 to 8,100
310,956,020 to 6,200
311,577,901 to 8,100
311,994,658 to 4,700
314,162,132 to 2,200
315,105,301 to 5,500
315,788,118 to 8,140
317,630,301 to 0,400
321,087,737 to 7,800
321,272,306 to 2,400
321,489,229 to 9,300
322,180,820 to 1,000
323,294,360 to 4,400
323,296,838 to 6,856
323,297,695 to 7,730
323,485,231 to 5,240
323,997,101 to 7,400
326,023,246 to 3,300
328,436,401 to 6,500
331,892,798 to 3,000
332,069,432 to 9,500
336,646,801 to 7,300
336,661,265 to 1,500
336,825,701 to 7,000
336,909,925 to 0,000
337,395,212 to 5,300
338,038,706 to 8,800
338,891,701 to 2,200
339,519,801 to 9,900
339,735,184 to 5,200
340,711,001 to 3,000
341,462,701 to 2,900
343,703,708 to 3,900
343,760,901 to 1,000
343,945,919 to 5,940
344,536,201 to 6,400
344,821,230 to 1,297
344,854,601 to 4,700
345,299,801 to 9,900
345,986,501 to 6,600
347,238,201 to 8,300
347,975,946 to 5,959
348,086,296 to 6,300
348,190,501 to 0,900
349,779,757 to 9,800
351,452,949 to 3,000
351,490,001 to 0,600
353,461,741 to 1,800
355,360,601 to 1,000
357,010,401 to 0,500
357,339,409 to 9,455
358,180,401 to 0,600
359,269,750 to 9,790
359,547,122 to 7,150
359,790,481 to 0,540
359,791,901 to 1,920
359,994,676 to 4,700
361,168,730 to 8,900
361,201,906 to 2,100
362,295,806 to 5,819
363,463,501 to 4,500
363,475,801 to 6,100
363,496,901 to 7,000
363,633,090 to 3,100
363,794,701 to 5,200
365,301,401 to 1,500
365,318,801 to 9,000
365,867,401 to 7,500
365,867,517 to 7,600
366,888,911 to 9,000
366,967,107 to 7,200
367,683,901 to 4,000
368,108,160 to 8,600
368,416,575 to 6,600
368,773,419 to 3,500
368,847,601 to 7,700
370,549,601 to 50,000
370,783,700 to 3,800
372,401,123 to 1,500
374,988,860 to 8,880
375,079,981 to 80,030
375,192,501 to 2,700

MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices, including Inspection Service Forms 577, should be destroyed when the numbers listed appear in the Postal Bulletin. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below). Destroy PB 21263 listing. **B. Old Style.** (Gray). **C. Counterfeit.** The listing from PB 21240 remains valid for both B. and C.

165 705 7000 to 7999
206 793 5600 to 6499
210 868 4500 to 4699
211 238 0459 to 0999
211 436 5608 to 5699
213 578 4229 to 4399
215 538 0200 to 0499
216 678 6072 to 6999
217 210 7100 to 7299
217 241 5400 to 5799
217 268 2574 to 2699
217 667 3400 to 3599
217 672 4200 to 4599
217 902 4181 to 4299
218 755 4591 to 4699
220 350 0000 to 0999
221 371 4600 to 4999
221 626 2100 to 2299
221 661 5318 to 5499
222 224 8100 to 8499
222 536 2000 to 2299
224 206 6400 to 6491
224 554 9830 to 0399
225 268 1655 to 1799
225 711 9700 to 9999
225 712 0000 to 0999
225 767 2000 to 2299
227 097 4600 to 4699
227 254 9800 to 0099
227 611 4000 to 4599
229 117 4866 to 4999
229 346 9900 to 9999
229 434 3500 to 3599
229 531 9700 to 9899
229 563 1918 to 1999
229 576 1800 to 1899
230 826 8683 to 8799
231 147 0883 to 1499
231 525 7893 to 7999
232 295 7249 to 7599
232 665 0292 to 0399
233 262 7907 to 7999
233 407 5872 to 5899
233 516 6100 to 6199
233 638 1200 to 1799
234 031 6456 to 6999
234 261 4500 to 4599
234 431 3655 to 3699
234 659 4000 to 4199
234 659 8700 to 8999
234 802 1060 to 1199
234 997 1000 to 1599
235 254 2060 to 2099
236 388 4842 to 5099
236 576 9520 to 9599
236 755 8000 to 8099
236 937 5803 to 5999
236 941 5400 to 5499
237 413 7500 to 7599
237 423 4111 to 4199
237 457 5600 to 5699
237 457 5800 to 5899
237 702 6823 to 6899
237 702 6921 to 6999
238 165 7700 to 7799
238 169 7587 to 7599
238 377 4508 to 4599
238 586 3100 to 3299
239 199 0700 to 1099
239 204 9916 to 9999
239 481 4728 to 4799
239 549 7116 to 7499
239 575 2000 to 2199
239 596 4800 to 4999
239 985 7000 to 7499
240 108 6501 to 6599
240 252 6400 to 6899
240 256 2900 to 3199
240 639 3561 to 3599
240 855 7000 to 7099
240 901 5900 to 5999
241 081 9274 to 9299
241 224 7209 to 7299
241 685 5124 to 5199
241 694 1800 to 1899
241 902 2600 to 2799
242 021 2262 to 2499
242 585 4155 to 4299
242 591 4500 to 4699
242 605 0000 to 0999
242 621 8314 to 8399
242 816 1337 to 1399
243 112 4109 to 4120
243 228 7200 to 7499
243 766 6730 to 6799
243 805 0000 to 0299
243 906 7800 to 8199
244 299 2000 to 2199
244 366 8800 to 8899
244 381 3024 to 3099
244 525 0719 to 0799
244 657 7700 to 7899
244 678 2333 to 2499
244 743 7100 to 7399
244 895 5575 to 5599
245 103 9300 to 9399
245 103 9400 to 9499
245 118 6754 to 6768
245 279 1420 to 1448
245 279 1510 to 1599
245 591 1626 to 1799
245 695 0346 to 0399
245 973 2677 to 2699
246 076 7300 to 7399
246 155 4048 to 4099
246 155 5000 to 5499
246 402 6511 to 6599
246 608 6300 to 6399
246 609 9545 to 9799
246 816 2600 to 2699
246 973 1372 to 1399
247 012 0500 to 0599
247 066 9300 to 9399
247 086 4200 to 4299
247 113 5635 to 5699
247 490 1960 to 1999
247 490 2086 to 2099
247 497 4000 to 4099
247 544 0200 to 0214
247 575 4400 to 4499
247 929 6417 to 6799
247 983 1511 to 1899
248 120 4322 to 4399
248 244 7246 to 7299
248 317 7624 to 7699
248 397 2163 to 2199
248 423 4864 to 4899
248 440 7916 to 7971
248 718 7317 to 7399
249 680 4872 to 4899
249 945 6900 to 6999
249 996 6000 to 6099
249 996 6300 to 6499
250 452 4971 to 4999
250 483 0600 to 0699
250 547 7046 to 7099
250 565 7029 to 7040
250 833 7200 to 7399
250 919 5218 to 5299
250 951 4340 to 4363
250 991 9778 to 9799
251 518 6281 to 6399
251 964 6056 to 6199
251 997 2913 to 2999
252 171 2041 to 2056
252 206 2101 to 2199
252 206 9532 to 9599
252 235 4400 to 4499
252 235 4581 to 4899
252 238 2299 to 2399
252 432 6988 to 6999
252 891 1159 to 1199
253 175 2670 to 2699
253 192 7311 to 7399
253 293 5931 to 5940
253 446 4033 to 4099
253 547 6013 to 6049
253 547 6054 to 6099
253 747 6924 to 6999
254 107 8590 to 8599
254 107 8913 to 8999
254 254 4490 to 4499
254 259 8867 to 8899
254 259 8951 to 9099
254 740 8408 to 8445
255 125 5568 to 5599
255 125 8500 to 8599
255 150 5300 to 5399
255 176 5373 to 5399
255 276 0949 to 0999
255 281 2647 to 2699
255 440 4800 to 4899
255 440 4900 to 4999
255 754 3621 to 3699
255 857 4749 to 4799
256 140 5400 to 5499
256 193 5100 to 5159
256 695 0525 to 0599
258 444 7185 to 7199
258 480 2600 to 2899
258 618 0254 to 0299
258 643 2765 to 2774
258 950 5217 to 5299
258 950 5433 to 5499
259 084 1386 to 1399
259 227 0000 to 1499
259 340 0828 to 0999
259 628 0936 to 0999
259 745 1300 to 1499
259 783 7821 to 7899
259 825 5819 to 5899
259 950 3053 to 3099
259 950 3300 to 3499
260 012 7441 to 7499
260 039 2699 to 2999
260 144 7415 to 7499
260 198 2856 to 2898
260 324 9000 to 9099
260 479 3500 to 3599
260 743 5000 to 5099
261 002 6451 to 6499
261 052 5271 to 5299
261 175 6200 to 6299
261 459 5800 to 5899
261 459 6722 to 6799
261 533 2067 to 2299
261 954 6334 to 6399
262 604 1515 to 1599
262 949 9200 to 9299
264 366 7033 to 9499
800 502 3000 to 3999
800 941 7900 to 7999
801 278 3600 to 3999
801 579 6056 to 6098
801 629 1900 to 1999
802 029 5199 to 8999
802 265 0575 to 1999
802 774 0000 to 4999

U.S. GOVERNMENT PRINTING OFFICE : 1980 O - 310-201 (51)

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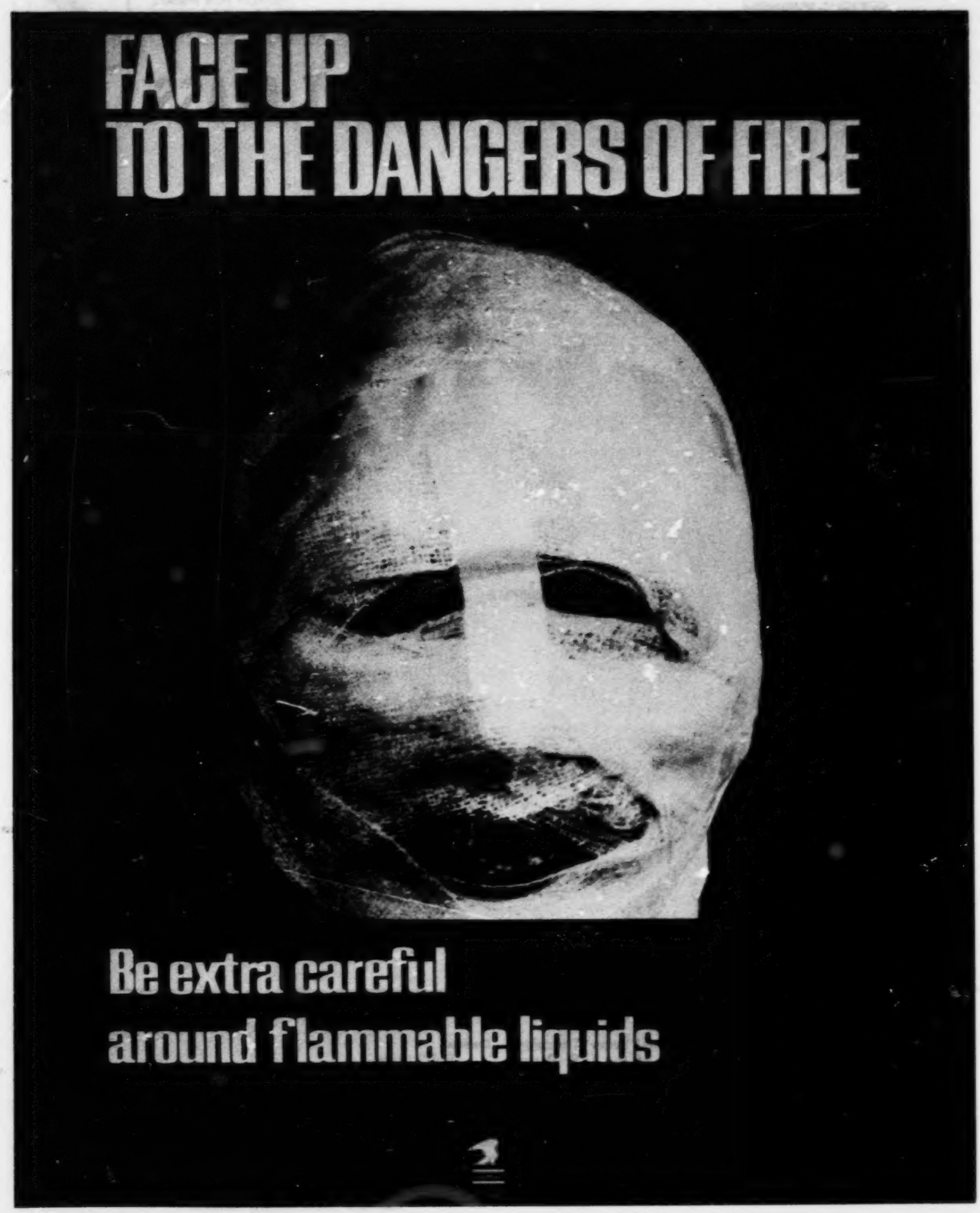
FACE UP
TO THE DANGERS OF FIRE
Be extra careful
around flammable liquids

UNITED STATES POSTAL SERVICE
WASHINGTON, D.C. 20260
OFFICIAL BUSINESS

PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE, $300

U.S.MAIL

FIRST CLASS

Schedule. The Postal Bulletin is published every Thursday by the Directives and Forms Division of the U.S. Postal Service, Washington, DC 20260.

Distribution. The Bulletin is received by all postal facilities.

Effective Period. Postal Bulletin articles are effective for six months unless otherwise specified.

Index. A quarterly index of Bulletin articles appears early in the months of January, April, July, and October.

Orders.

Public sale:

Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402
Single copy: $1.25; $1.60 foreign
Subscription: $50.00, $62.50 for foreign mailing

Postal facilities:

For one time orders, send Form 7380 to the Eastern Area Supply Center.

To change quantity received, send Form 1286 to the Directives and Forms Division, giving justification.

21265

UNITED STATES POSTAL SERVICE U.S.MAIL

postal bulletin

PB 21265—October 2, 1980—12 Pages

Christmas Mailing Dates

Military Mail—Outbound

To assure the timely arrival at overseas destinations for Christmas delivery, all mail should be dispatched on or before the following dates:

Destination	Priority	Letters	Parcels: Airlift Space Available (PAL)	Parcels: Airlift Space Available (SAM)	Parcels: Surface
Africa	8 Dec	8 Dec	17 Nov	10 Nov	10 Nov.
Alaska	15 Dec	15 Dec	8 Dec	1 Dec	1 Dec.
Hawaii	15 Dec	15 Dec			1 Dec.
Australia	1 Dec	1 Dec	17 Nov	10 Nov	27 Oct.
Caribbean/W Indies	15 Dec	15 Dec	1 Dec	24 Nov	14 Nov.
Central/South America.	1 Dec	1 Dec	17 Nov	10 Nov	10 Nov.
Europe	12 Dec	12 Dec	28 Nov	21 Nov	10 Nov.
Far East	12 Dec	12 Dec	28 Nov	21 Nov	27 Oct.
Greenland	8 Dec	8 Dec	1 Dec	24 Nov	24 Nov.
Iceland	14 Dec	14 Dec	1 Dec	24 Nov	24 Nov.
Mid East	5 Dec	5 Dec	10 Nov	3 Nov	3 Nov.
South East/Asia	1 Dec	1 Dec	14 Nov	10 Nov	27 Oct.

Military Mail—Inbound

To assure the timely arrival and delivery at U.S. destinations, all mail should be received at the gateway points by the following dates:

Destination	Priority	Letters	Parcels: Airlift Space Available (PAL)	Parcels: Airlift Space Available (SAM)	Parcels: Surface
Gateway Points	19 Dec	19 Dec	15 Dec	5 Dec	5 Dec.

International Mail—Outbound

Destination	Air Parcels	Airmail Letters/Cards	Surface
North & Northwest Africa	28 Nov	8 Dec	10 Nov.
Australia	28 Nov	1 Dec	27 Oct.
Caribbean/W. Indies	12 Dec	15 Dec	14 Nov.
Central/South America	1 Dec	1 Dec	10 Nov.
Europe	8 Dec	12 Dec	10 Nov.
Far East	8 Dec	12 Dec	27 Oct.
Mid East	28 Nov	5 Dec	3 Nov.
Southeast Asia	1 Dec	1 Dec	27 Oct.
Southeast Africa	28 Nov	8 Dec	27 Oct.
West Africa	28 Nov	8 Dec	27 Oct.

—Operations Group, 10-2-80.

Philatelic/Retail Product Report

A consolidated Form 1079 Philatelic/Retail Product Sale and Physical Inventory Record, Aug. 1980, for the fourth quarter of FY 1980, is due from every management sectional center by close-of-business Friday, October 17, 1980. The MSC's original Form 1079 should be forwarded to the Regional Customer Services Director, ATTN: Retail Branch Manager. To facilitate timely completion of the consolidated form, all post offices selling philatelic/retail products and all Philatelic and Stamp Collecting Centers should currently be preparing these forms. The completed forms should be forwarded through proper channels to the MSC for consolidation.

Instructions for completing Form 1079 are the same as those issued for previous FY 1980 reports. As in FY 1980, PFQ III, the number of ZIP Code Directory covers traded in for the discount on the purchase price of new directories must be written on line 21 of Section II of the form. As in PFQ III, line 20 on Section II must indicate the total number of Directories sold, whether they are

Continued on p. 3

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Dead Letter Branch Changes	6	1
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FLSA Exempt Employees—Pay and Leave Provisions	6	2
Foreign Order Notice 22	6	2
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U. S. GOVT. PUBS. DEPOSITORY 376

OCT 21 1980

NEWARK PUBLIC LIBRARY

P1.3:

Controlled Circulation Publication Mailing—Annual Report

As you were informed in POSTAL BULLETIN 21238 (3-7-80), publishers of controlled circulation publications are required to prepare and submit to postmasters a Form 8-C, *Pieces by Destination-Controlled Circulation Publication*. This form must report the publisher's first mailing of FY 81, (commencing October 4, 1980) and also their **first mailing, at any time, at a new post office of entry after the authorization to mail at controlled circulation rates has been approved.** Postmasters should requisition Form 8-C for distribution to publishers, from area supply centers.

When forms are received:

1. Enter publication name and number on Form 8-C. Also enter finance number for your office.

2. Mail the forms and an envelope with your return address to the publishers and instruct them to:

a. Record in Part I, *Domestic*, the number of pieces to each state of destination, mailed at domestic rates for the publication's first full regular issue.

b. Record in Part II, *Foreign*, the number of pieces to each port of exit or foreign destination mailed at international rates.

c. Return the completed forms with their first Forms 3541-A, *Statement of Mailing—Controlled Circulation Publications*, to the post office and *not* to the address printed on the reverse of Form 8-C.

3. Review the returned Forms 8-C for completeness and legibility. Verify that total pieces have been entered on Line 058, 078, 079, and that the addition is correct. When you have verified the accuracy of the reported data, enter the total time used by you for these functions in the box located in the lower right corner of that form.

4. Verify that a completed Form 8-C has been received from each publisher who had controlled circulation publications mailings from your post office during this report period. Most of these forms should be completed by the publisher and returned to your post office before the end of Postal Quarter I. Publishers who do not return a completed form to your post office are to be advised that their noncompliance with this requirement will result in non-acceptance of their mailing by the Postal Service. (See DOMESTIC MAIL MANUAL, Section 584.)

5. Batch Forms 8-C received during Postal Quarter I, and mail to Director, St. Louis Postal Data Center, St. Louis, Missouri 63180, Attn: Controlled Circulations. Also enclose a list of publishers that had mailings in Postal Quarter I but failed to furnish the required Form 8-C.

6. Submit subsequent reports of first mailings immediately.—*Rates & Classification Dept., 10-2-80.*

Lobby Display for October

Displays in All Post Office Lobbies—All Classified Units

Posters, notices and signs mandatory for display in post office lobbies are listed in the POM 221.522. Other mandatory posters are listed below.

Title	*Issued*
Poster 74, *Packaging Pointers*	September 1978.
Notice (unnumbered) announcing implementation of Letter Mail Dimensional Standards and surcharge on July 15	May 1979.
Your Federal Lawmakers	August 1979.

Rotating Displays—All Classified Units (CAG A-G Offices)

The October schedule of lobby poster displays for post offices with 950 or more revenue units is listed by priority below:

A=first priority, following mandatory displays; B=second priority, etc.

Priority	*Title*	*Poster No.*	*Post*	*Remove*
B	Winter Olympics Souvenir Folder	425	January 25	Continuous display.
A	1979 Mint Set	422	do	October 24.
B	The Dollar of the Future		do	
A	Edith Wharton	435	September 2	October 6.
A	Education	436	September 5	October 13.
A	Northwest Indian Masks	437	September 18	October 25.
A	Express Mail Next Day Service—It's Convenient.	61	September 1	October 31.
A	American Architecture	438	October 2	November 10.
A	Christmas	439	November 28	December 31.
A	Stamps & Stories 7th Edition	440	October 6	Continuous display.
A	Consumer Service Card	31-A	September 15	October 12.

NOTE.—All post offices are reminded that Poster 31-B is a mandatory posted item. A new edition (April 1979) is available at Supply Centers.

Mandatory All Offices All Units

A	Gold Medallion (counter card)	July 15	When notified.

Specialized Program Displays

Using the same priority system, main post offices and classified stations and branches designated to offer specific service or participate in specialized programs will display the following items until notice is given to replace or remove them:

A Clear Plastic Screenline Displays: '79 Mint Set; Collecting Kits; Coral Reefs Folder; Women's Mint Set; Stamps & Stories 7th Edition.

—*Delivery Services Dept., 10-2-80.*

Travel—Mileage & Per Diem Rates

A. MILEAGE ALLOWANCES

Travel expenses incurred (by **non-bargaining unit employees**) on or after October 4, 1980, for which mileage expenses are authorized for reimbursement, will be at the following rates:

1. Privately Owned Conveyance Allowances

When a privately owned conveyance is determined to be advantageous to the Postal Service, the mileage allowances are as follows:

Conveyance	*Cents Per Mile*
Privately Owned Automobile	22.5
Privately Owned Automobile–Alaska only	24.5
Privately Owned Motorcycle	20.0
Privately Owned Airplane	45.0
Privately Owned Airplane–Alaska only	47.0
Privately Owned Automobile in Lieu of GSA Vehicle—Full Time Assignment	16.5
Privately Owned Automobile in Lieu cf Available & Authorized USPS Vehicle	13

2. Privately Owned Automobile Rate Enroute to New Duty Station—Relocation

Mileage allowances while enroute to new duty stations on a relocation action, are changed as follows:

Occupants of Automobile	*Cents Per Mile*
Employee Only or Member of Immediate Family	15
Employee and 1 (2 Members of Immediate Family)	17
Employee and 2 (3 Members of Immediate Family)	19
Employee and 3 (4 Members or More of Immediate Family)	22.5

Privately owned automobile rates for use during an advance round-trip are changed to 15 and 17 cents per mile as applicable.

3. Certification

Approving officials who approve expense vouchers for travel must review the claim to assure that the proper rates are being claimed. There is no requirement of any additional stamp or annotation on the voucher certifying eligibility for the mileage rate because the approval of the claim (by signing the "approval" block) is, in effect, certification of the validity of the expenses as listed by the traveler.

4. Bargaining Unit Employees Mileage Allowances

Rates in effect prior to this announcement are the allowable amounts for bargaining unit employees.

B. PER DIEM RATES

1. Lodging Required

When lodging is required, per diem is allowed at a rate of $5.75 per 6-hour segment or fraction thereof.

2. Lodging Not Required

When lodging is *not* required and the traveler is in a travel status for *more* than 10 consecutive hours, per diem is allowed at a rate of $4.75 per 6-hour segment or fraction thereof.

3. Special Situations

When meals and/or lodging are furnished at no charge or nominal fee by a Federal Government agency, private company, etc. at a temporary duty station, meeting, conference, or training session, the per diem shall be appropriately reduced. This reduction should be based on meeting instructions, etc. In the absence of any instructions, the per diem shall be reduced in the following amounts:

Breakfast—$3.25 Lunch—$4.75 Dinner—$10.00

Travel—AL, HI, PR, and U.S. Possessions

The following travel policy change is effective October 4, 1980:

Expense claims for travel to Alaska, Hawaii, Puerto Rico, and United States possessions must be submitted on an actual expense basis. Amounts claimed, however, may not exceed amounts authorized and published by the Defense Department Travel and Transportation Allowance Committee.

Any expenses claimed in excess of $15 for lodging and subsistance (meals, taxi fares, etc.) must be supported by receipts and attached to the travel voucher.

Statements required on vouchers and approval authority will be as the current policy dictates.—*Finance Dept., 10-2-80.*

Continued from p. 1

sold as single Directories or in case lots.

Copies of a revised and updated Form 1079 have been sent directly to all MSCs the week of September 15, 1980 to facilitate timely completion of the Quarter IV report.

If small quantities of this new Form 1079 are needed, a limited extra supply has been sent to the Regional Retail Branch Manager in each region. Larger quantities are available by requisition from the area supply centers. Up to 100 copies for CAG A and B MSCs and 50 copies for CAG C and D MSCs can be requisitioned by the MSC Manager/Postmaster or Director of Customer Services only.

Please note that some regions have issued special supplementary instructions in order to obtain additional product information. Where this is the case, the special regional instructions should be followed in addition to these instructions.—*Customer Services Dept., 10-2-80.*

C. Actual Expenses

In Handbook M-9, *Travel*, references to actual expense claims for travel in the contiguous United States should be deleted. All non-officer travel expense claims must be filed in accordance with the recent policy change regarding actual expenses for lodging in POSTAL BULLETIN 21264 (9-25-80), and the above noted change in the quarterly per diem rates.—*Finance Dept., 10-2-80.*

ORDERING PROCEDURES FOR SPECIAL-PRINT ENVELOPES

Postmasters who need the special-print penalty envelopes covered by this notice should forward their requirements, using Form 7381, *Requisition for Supplies or Services,* to the Procurement Services Office (PSO) servicing their installation. The PSO Contracting Officer will issue the delivery order (Form 7334, *Order-Invoice-Voucher*) to the contractor supplying the specific style required.

A. Corner Card (Return Address)

1. The corner card consists of 5 or 6 lines of Helvetica type—flush left as follows:

a. First line contains the words UNITED STATES POST OFFICE or UNITED STATES POSTAL SERVICE as appropriate in 10 pt. caps.

b. The city, State, and ZIP Code in 8 pt. caps.

c. The wording OFFICIAL BUSINESS in 8 pt.

d. The envelope, style number (P–10, P–32, P–101, etc.) in 6 pt. caps.

e. All other printing is in 8 pt. Helvetica type.

2. The corner card on envelopes Style 101, 130, and 390, is placed ½" from the left side and ½" from the top. On all other envelopes, these dimensions are ⅜".

3. Postmasters requisitioning special-print envelopes must specify return addresses according to the standard format. Other contracting officers will use the same style corner card, substituting their own organizational name for UNITED STATES POST OFFICE.

NOTE: *Pre-addressed* envelopes are those ordered with printing consisting of approximately three to four lines of type on the face of the envelope, in addition to the corner card and penalty indicia. This additional printing will be different wording on each order placed. The corner card on window envelopes will also differ on each order.

B. Penalty Indicia

1. The penalty indicia consists of the USPS EAGLE emblem and the penalty clause.

2. The penalty clause contains the wording: PENALTY FOR PRIVATE (1st line), USE TO AVOID PAYMENT (2nd line), and OF POSTAGE $300 (3rd line). The clause is in 6 pt.

Table 1. Envelopes Available Under Contract

Style No.	*Description* [1]	*Contractor* [1]
Style 10.............. For Requisitioning Accountable Paper.	White, 3¾ x 7¾", diagonal seam. Sub. 24, B.S. 24. *Black* ink, corner card, penalty indicia, preaddressed. Flaps gfd.	Commercial Envelope Mfg. Co. FOB. Deer Park, NY. SW. 11 lbs. per M. $8.24 per M.
Style 32.............. For Returning Dead Letters.	White, 5 x 7", open side, diagonal seam. Sub. 24, B.S. 24. *Black* ink, corner card, penalty indicia, preaddressed. Flaps gfd.	Commercial Envelope Mfg. Co. FOB. Deer Park, NY. SW. 13 lbs. per M. $10.34 per M.
Style 101.............. General Usage.	Light brown, 11 x 12½", high cut, diagonal seam. Sub. 32, B.S. 50. *Blue* ink, corner card, penalty indicia, registry block, preaddressed *Postmaster* with additional maximum 8 lines of type. Flaps gfd.	Garden City Envelope Co. FOB. Chicago, IL. SW. 65 lbs. per M. $37.33 per M.
Style 130.............. Timecards and Checks for Quantities in Excess of 100.	Light brown, 5 x 10", open side, center seam, safety fold. Sub. 32, B.S. 50. Plain or printed in *black* ink, corner card, penalty indicia. Wallet-type sealing flap, about 3" long is heavily gummed with dextrin type gum and folded down. Safety fold about 1" on both flaps. Flaps overlap about 1" and are fully gummed.	Boise Cascade Envelope Div. FOB. Cleveland, OH. SW. 40 lbs. per M. Plain $81.11 per M. Printed $89.11 per M.
Style 390.............. Registered Jacket.	Light brown, 8 x 13½", open side, center seam, 4½" square flap fully gummed, with 2" safety fold at sealing flap. Sealing flap and bottom flap overlap about 1". Sub. 28, B.S. 44. Printed on both sides in *blue* ink.	Garden City Envelope Co. FOB. Chicago, IL. SW. 80 lbs. per M. $56.07 per M.
Style 396.............. International Registered Jacket.	Light brown, 9 x 15", open side, center seam 5" square cut wallet flap with 2" safety fold at sealing flap and bottom pocket. Sealing flap and bottom pocket overlap about 1". Sealing flap and safety fold are fully gummed. Sub. 32, B.S. 50. Printed with type and rules in *red* and *blue* ink on back of envelope and flap.	Garden City Envelope Co. FOB. Chicago, IL. SW. 106 lbs. per M. $85.14 per M.
Style 402.............. Timecards and Checks in Quantities from 1–12 (Window).	Light brown, 3¾ x 8½", window, open side, diagonal seam. Sub. 28, B.S. 44. Window size 1 9/16 x 4⅜" located 2 1/16" from left edge and 1 13/16" from top of envelope. *Black* ink, corner card, penalty indicia, and 1 line of type above window with words, *First Class Mail*. Flaps gfd.[2]	Commercial Envelope Mfg. Co. FOB. Deer Park, NY. SW. 14 lbs. per M. $10.42 per M.
Style 402B.............. Timecards and Checks in Quantities from 1–12 (Window).	Same as 402 (above) with exception of *pistol window*, size 1½ x 4⅜", located 2 3/16" from left edge and ½" from bottom of envelope.	Commercial Envelope Mfg. Co. FOB. Deer Park, NY. SW. 14 lbs. per M. $10.42 per M.
Style 403.............. Savings Bonds (Window).	Light brown, 3½ x 8", window, open side, diagonal seam, sealing flap not less than 1⅝" deep. Window size ⅞ x 3½", located 1⅝" from left and 1¼" from top. *Black* ink, corner card, penalty indicia. Sub. 28, B.S. 44. Flaps gfd.[2]	Commercial Envelope Mfg. Co., Inc. FOB. Deer Park, NY. SW. 13 lbs. per M. $9.47 per M.
Style 404.............. Timecards and Checks in Quantities from 13–100 (Window).	Light brown, window, 3½ x 8⅛", open end, center seam, 2¼" long wallet flap fully gummed and folded down, 1" expansion on sides and open end, bag type bottom. Sub. 40, B.S. 60. Window size 1⅝ x 4", located 2" from left and 1⅝" from top. When fully expanded, envelope measures 3½ x 7⅝" x 1". *Black* ink, corner card, penalty indicia, and 1 line of type above window: *First Class Mail.*[2]	ExpanVelope, Inc. FOB. Fanwood, N.J. SW. 35 lbs. per M. $64.09 per M.

Table 1. Envelopes Available Under Contract—Continued

Style 408. Letter Bill Window.	Light blue, 3⅞ x 8⅞", window, open side, diagonal seam. Sub. 20, B.S. 20. Window size 1⅛ x 3½", located 1⅝" from right edge and 1½" from top. *Black* ink, corner card, penalty indicia, and 2 lines of type above window reading *Letter Bill* and (*Feuille d'lavis*). Flaps gfd.[2]	Commercial Envelope Mfg. Co. FOB. Deer Park, N.Y. SW. 10 lbs. per M. $9.57 per M.
Style 409. Letter Bill.	Light blue, 5½ x 11½", high cut, diagonal seam. Sub. 20, B.S. 20. *Black* ink, corner card, penalty indicia, approximately 4 lines of type and special delivery express box. Flaps gfd.	Commercial Envelope Mfg. Co. FOB. Deer Park, N.Y. SW. 19 lbs. per M. $16.21 per M.
Style 429. A & B Window.	Light brown, 3⅝ x 6½", open side, high cut, diagonal seam. Sub. 28, B.S. 44. *Black* ink, corner card, penalty indicia. Flaps gfd.[2] Style 429–A window size is 1¼ x 3¼", located 1 3/16 from left and ⅜" from bottom. Style 429–B window size is 1⅛ x 3¼", located 1⅝" from right and 1¼" from top.	AAA Envelope Co. FOB. Detroit, MI SW. 10 lbs. per M. $13.25 per M.

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[1] *Abbreviations:* B.S.=bursting strength. Flaps gfd=flaps gummed and folded down. FOB.=Freight on board. Sub.=substance. SW.=shipping weight.

[2] All window envelopes have windows with slightly rounded corners and covered with a transparent material.

Table 2. List of Contractors

Name and address	*Contract number*	*Time of delivery*	*Terms*
Boise Cascade Envelope Div. 4500 Tiedeman Road Cleveland, Ohio 44144 ATTN: Mr. Fred Macron	33710080–VS609	90 days	Net.
Garden City Envelope Co. 30001 North Rockwell St. Chicago, Illinois 60618	33710080–VS610	do	Do.
Commercial Envelope Mfg Co., Inc. 900 Grand Boulevard Deer Park, New York 11729	33710080–VS611	do	Do.
ExpanVelope, Inc. P.O. Box 191 Fanwood, NJ 07023	33710080–VS612	do	½%—20 days.
AAA Envelope Co. 1680 Clay Ave. Detroit, MI 48211	33710080–VS613	do	Net.

Helvetica type and printed flush right ⅛" from the Eagle emblem.

3. On envelopes Style 101, 130, and 390, the Eagle emblem is placed ½" from the right side of the envelope and ½" from the top. On all other envelopes these dimensions are ⅜".

C. Ink Color

Envelope Styles 101 and 390 will be in PMS 541 blue ink. All other envelopes will be printed in black ink with the penalty indicia *only* printed with black phosphor-tagged ink which has a minimum signal output of 30 units when read on a USPS Phosphor Comparator, Model 1, and compatibility of the tagged ink with the Mark II Facer Canceler machine.

D. Envelopes Available

Table 1 provides all necessary details for ordering envelopes under the contract awarded and administered by the Eastern Area Supply Center. Retain this notice for use in placing orders directly with the contractors for each item as specifically indicated.

E. Ordering

Envelopes to be furnished under these contracts are ordered by the issuance of delivery orders. **Delivery orders may be issued from October 4, 1980, through October 2, 1981.** All delivery orders issued are subject to the terms and conditions of the contract. The contract controls in the event of conflict with any delivery order.

F. Minimum Requirements

Do not place orders for less than 5000 envelopes under Style Nos. 10, 32, 101, 403, 404, 409, and 429 A & B, nor for less than 1000 envelopes under Style Nos. 130, 390, 396, and 402.

G. Maximum Orders

1. The contractor (see tables 1 and 2) is not obligated to honor:

a. Any order for a single item in excess of 300,000 envelopes.

b. Any order for a combination of items in excess of 600,000 envelopes.

2. However, the contractor must honor any order exceeding the maximum limits, unless such order is returned to the issuing office within 2 weeks from its date of issue, with a written notice of intent not to ship the items called for and giving reasons why. When this notice is received, the Postal Service may secure the supplies from another source.

3. If it is urgent that any quantity of an item covered by the contract be delivered before the earliest date specified, and if the contractor will not accept an order for accelerated delivery, the Postal Service may procure the item from another source.

4. The Postal Service may issue orders which provide for delivery to or performance at multiple destinations.

H. Quantity Variation (July 1971)

The permissible variation under the clause of the General Provisions entitled *Variation in Quantity* is limited to:

Increase—10% or not in excess of 10,000 envelopes, whichever is smaller.

Decrease—10% or not less than 10,000 envelopes, whichever is smaller.

This increase or decrease applies to each item on each delivery order issued under this contract.

I. Delivery

1. *Printing Proofs.* Delivery orders will specify when proofs of printing are required. When proofs are speci-

Continued on p. 6

Continued from p. 5

fied, it is incumbent upon the contractor to submit a proof of printing within a reasonable time after receipt of the delivery order and to calculate this lapse of time in the production schedule so that complete shipment will be made within the specified delivery time. Requests from ordering offices for proofs, or the voluntary submission of proofs by the contractor, will in no way delay the delivery time.

2. *Shipments.* Delivery orders received by the contractor will be delivered in the sequence in which they are received. Delivery will be completed within 90 calendar days from date of delivery order. Accelerated deliveries will be accepted at no additional cost to the Postal Service.

Contractor will deliver shipments of less than 200 pounds to the Postal Service at the point of origin for shipment through the mails in the usual manner to the ordering offices or destinations. *Permit #10 labels are to be furnished by the ordering office.*

Where envelopes weighing 200 pounds or more are ordered FOB Point of Origin (see table 1), the envelopes will be shipped under Government Bills of Lading furnished with the delivery order.

J. Questions

Ordering offices having any questions concerning the above contracts should refer them to: Manager, Contract Branch, Eastern Area Supply Center, Somerville, NJ 08877 (FTS 340-9224)—*Procurement & Supply Dept., 10-2-80.*

Dead Letter Branch Changes

Effective October 4, 1980, post offices in the State of Illinois, which are located in the St. Louis, MO MSC (ZIP Codes 620 and 622), will commence sending dead letters to the dead letter branch at St. Louis, MO 63155 rather than to Chicago, IL 60607. Inquiries concerning dead mail which might have been processed at the Chicago dead letter branch before October 4 may continue to be directed to Chicago until October 1981.

Section 159.552 of the DOMESTIC MAIL MANUAL will be revised accordingly.—*Rates & Classification Dept., 10-2-80.*

All Personnel Processing Mail for Dispatch Abroad

Foreign Order Notice 22

Keep all foreign order notices for use as reference.

Final Order

Tentative *Lottery order* against the following has become final:

CANADA

Canadian National Services
M.P.O. Box 3842
349 W. Georgia St.
Vancouver, B.C.

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed *Foreign Order Mail* and send it to the Postmaster of New York, NY 10001, Attention: Claims, Inquiry and Undeliverable Mail, Room 4508. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all SCFs and designated International Exchange Offices.—*Judicial Officer, 10-2-80.*

FLSA Exempt Employees Pay and Leave Provisions

This is to clarify the apparent confusion caused by a time and attendance instruction issued in POSTAL BULLETIN 21253 (7-10-80).

Paragraphs 1.B.5 and 11.D.1 state that requests for personal absence should also (in addition to leave) be documented on a Form 3971, *Request For, or Notification of Absence.* This statement was construed in some areas to be a mandatory requirement that the form be used. The intent, however, was that the form may, at the discretion of the installation head, be used for requests of personal absences. When used for this purpose, the form must indicate in remarks *Do Not Charge to Leave.*

Policy in this regard is set forth in IV-A of Management Instruction EL 430-80-3 (6-28-80).—*Finance Dept., 10-2-80.*

Domestic Orders

False Representation. Enforced by postmasters at cities listed.

State/City	*Name Covered*
UT, Salt Lake City 84115	Airlines Screening Offices Suite 111 1341 South State
NJ, Norwood 07648	Shoppers Boutique 450 Livingston Street
NJ, Perth Amboy 08861	Shoppers Boutique 737 Cortlandt Street
	Shoppers Boutique 740 Catherine Street
WV, South Charleston 25303	Circulation P.O. Box 8302 and P.O. Box 8302
FL, Pompano Beach 33064	Standard Research Laboratories P.O. Box 5009

—*Judicial Officer, 10-2-80.*

International Mail—Windward Islands

Having gained their independence, the island groups of St. Vincent and the Grenadines (entered in Publication 42 under the Windward Islands) now constitute a sovereign state named St. Vincent and the Grenadines.

Effective immediately, postal union mail and parcel post may be accepted with an address showing the country name *St. Vincent and the Grenadines.*

Conditions for mailing and postal rates presently prescribed in Publication 42, *International Mail,* in Table 3-15, Appendix A, and in the country entry in Appendix B for the Windward Islands are applicable to mail sent to St. Vincent and the Grenadines.

A future issue of the INTERNATION MAIL MANUAL will include a separate country entry in Appendices A and B for St. Vincent and the Grenadines.—*Rates & Classification Dept., 10-2-80.*

ACCIDENTS DON'T JUST HAPPEN—THEY ARE CAUSED

THIS OFFICE WILL BE CLOSED

MONDAY, OCT. 13

TO OBSERVE COLUMBUS DAY

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MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices, including Inspection Service Forms 577, should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below). Destroy PB 21264 listing. **B. Old Style.** (Gray). **C. Counterfeit.** The listing from PB 21240 remains valid for both B. and C.

165 705 7000 to 7999
206 793 5600 to 6499
210 868 4500 to 4699
211 238 0459 to 0999
211 436 5608 to 5699
213 578 4229 to 4399
215 538 0200 to 0499
216 678 6072 to 6999
217 210 7100 to 7299
217 241 5400 to 5799
217 268 2574 to 2699
217 667 3400 to 3599
217 672 4200 to 4599
217 902 4181 to 4299
218 755 4591 to 4699
220 350 0000 to 0999
221 371 4600 to 4999
221 626 2100 to 2299
221 661 5318 to 5499
222 224 8100 to 8499
222 536 2000 to 2299
224 206 6400 to 6491
224 554 9830 to 0399
225 268 1655 to 1799
225 711 9700 to 9999
225 712 0000 to 0999
225 767 2000 to 2299
227 097 4600 to 4699
227 254 9800 to 0099
227 611 4000 to 4599
229 117 4866 to 4999
229 346 9900 to 9999
229 434 3500 to 3599
229 531 9700 to 9899
229 563 1918 to 1999
229 576 1800 to 1899
230 826 8683 to 8799
231 147 0883 to 1499
231 525 7893 to 7999
232 295 7249 to 7599
232 665 0292 to 0399
233 262 7907 to 7999
233 407 5872 to 5899
233 516 6100 to 6199
233 638 1200 to 1799
234 031 6456 to 6999
234 261 4500 to 4599
234 431 3655 to 3699
234 659 4000 to 4199
234 659 8700 to 8999
234 802 1060 to 1199
234 997 1000 to 1599
235 254 2060 to 2099
236 388 4842 to 5099
236 576 9520 to 9599
236 755 8000 to 8099
236 937 5803 to 5999
236 941 5400 to 5499
237 413 7500 to 7599
237 423 4111 to 4199
237 457 5600 to 5699
237 457 5800 to 5899
237 702 6823 to 6899
237 702 6921 to 6999
238 165 7700 to 7799
238 169 7587 to 7599
238 377 4508 to 4599
238 586 3100 to 3299
239 199 0700 to 1099
239 204 9916 to 9999
239 481 4728 to 4799
239 549 7116 to 7499
239 575 2000 to 2199
239 596 4800 to 4999
239 985 7000 to 7499
240 108 6501 to 6599
240 252 6400 to 6899
240 256 2900 to 3199
240 639 3561 to 3599
240 855 7000 to 7099
240 901 5900 to 5999
241 081 9274 to 9299
241 224 7209 to 7299
241 685 5124 to 5199
241 694 1800 to 1899
241 902 2600 to 2799
242 021 2262 to 2499
242 585 4155 to 4299
242 591 4500 to 4699
242 605 0000 to 0999
242 621 8314 to 8399
242 816 1337 to 1399
243 112 4109 to 4120
243 228 7200 to 7499
243 766 6730 to 6799
243 805 0000 to 0299
243 906 7800 to 8199
244 299 2000 to 2199
244 366 8800 to 8899
244 381 3024 to 3099
244 525 0719 to 0799
244 657 7700 to 7899
244 678 2333 to 2499
244 743 7100 to 7399
244 895 5575 to 5599
245 103 9300 to 9399
245 103 9400 to 9499
245 118 6754 to 6768
245 279 1420 to 1448
245 279 1510 to 1599
245 591 1626 to 1799
245 695 0346 to 0399
245 973 2677 to 2699
246 076 7300 to 7399
246 155 4048 to 4099
246 155 5000 to 5499
246 402 6511 to 6599
246 608 6300 to 6399
246 609 9545 to 9799
246 816 2600 to 2699
246 973 1372 to 1399
247 012 0500 to 0599
247 066 9300 to 9399
247 086 4200 to 4299
247 113 5635 to 5699
247 490 1960 to 1999
247 490 2086 to 2099
247 497 4000 to 4099
247 544 0200 to 0214
247 575 4400 to 4499
247 929 6417 to 6799
247 983 1511 to 1899
248 120 4322 to 4399
248 244 7246 to 7299
248 317 7624 to 7699
248 397 2163 to 2199
248 423 4864 to 4899
248 440 7916 to 7971
248 718 7317 to 7399
249 680 4872 to 4899
249 945 6900 to 6999
249 996 6000 to 6099
249 996 6300 to 6499
250 452 4971 to 4999
250 483 0600 to 0699
250 547 7046 to 7099
250 565 7029 to 7040
250 833 7200 to 7399
250 919 5218 to 5299
250 951 4340 to 4363
250 991 9778 to 9799
251 518 6281 to 6399
251 964 6056 to 6199
251 997 2913 to 2999
252 171 2041 to 2056
252 206 2101 to 2199
252 206 9532 to 9599
252 235 4400 to 4499
252 235 4581 to 4899
252 238 2299 to 2399
252 432 6988 to 6999
252 891 1159 to 1199
253 175 2670 to 2699
253 192 7311 to 7399
253 293 5931 to 5940
253 446 4033 to 4099
253 547 6013 to 6049
253 547 6054 to 6099
253 747 6924 to 6999
254 107 8590 to 8599
254 107 8913 to 8999
254 254 4490 to 4499
254 259 8867 to 8899
254 259 8951 to 9099
254 740 8408 to 8445
255 125 5568 to 5599
255 125 8500 to 8599
255 150 5300 to 5399
255 176 5373 to 5399
255 276 0949 to 0999
255 281 2647 to 2699
255 440 4800 to 4899
255 440 4900 to 4999
255 754 3621 to 3699
255 857 4749 to 4799
256 140 5400 to 5499
256 193 5100 to 5159
256 695 0525 to 0599
258 444 7185 to 7199
258 480 2600 to 2899
258 618 0254 to 0299
258 643 2765 to 2774
258 950 5217 to 5299
258 950 5433 to 5499
259 084 1386 to 1399
259 227 0000 to 1499
259 340 0828 to 0999
259 628 0936 to 0999
259 745 1300 to 1499
259 783 7821 to 7899
259 825 5819 to 5899
259 950 3053 to 3099
259 950 3300 to 3499
260 012 7441 to 7499
260 039 2699 to 2999
260 144 7415 to 7499
260 198 2856 to 2898
260 324 9000 to 9099
260 479 3500 to 3599
260 743 5000 to 5099
260 912 9145 to 9199
261 002 6451 to 6499
261 052 5271 to 5299
261 175 6200 to 6299
261 459 5800 to 5899
261 459 6722 to 6799
261 533 2067 to 2299
261 954 6334 to 6399
262 604 1515 to 1599
262 949 9200 to 9299
264 366 7033 to 9499
800 502 3000 to 3999
800 941 7900 to 7999
801 278 3600 to 3999
801 579 6056 to 6098
801 629 1900 to 1999
802 029 5199 to 8999
802 265 0575 to 1999

VACANT REGULAR RURAL ROUTES LISTING NO. 80–43

The vacant rural routes listed below will be posted for bid in accordance with the USPS–NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this POSTAL BULLETIN. Those rural carriers having special bidding rights as defined in the USPS–NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
CENTRAL REGION					
Illinois	Polo	61064	01	35:46 (36S)	70.00
	Galesburg	61401	06	39:56 (40H)	49.50
	Plymouth	62367	02	39:21 (39S)	109.85
Missouri	Farmington	63640	03	42:09 (42H)	69.15
Ohio	Berlin Center	44401	01	45:02 (45H)	54.00
	North Jackson	44451	01	49:31 (45J)	52.00
Wisconsin	Mukwonago	53149	04	52:41 (44K)	42.45
	Sun Prairie	53590	03	42:07 (42H)	42.50
	Appleton	54911	04	43:25 (43H)	45.80
EASTERN REGION					
Delaware	Millsboro	19966	03	51:41 (43K)	82.00
Maryland	Mount Airy	21771	06	43:25 (43H)	43.60
New Jersey	Newport	08345	01	22:46 (23S)	25.30
New York	Baldwinsville	13027	01	46:20 (46H)	53.00
	Fulton	13069	04	54:26 (45K)	49.80
	Chenango Forks	13746	01	42:17 (42H)	52.50
	Whitney Point	13862	01	36:05 (36S)	61.40
	Orchard Park	14127	03	51:45 (43K)	23.00
	Addison	14801	01	40:55 (41S)	84.01
	Hunt	14846	01	28:57 (29S)	66.20
	Elmira	14901	02	43:13 (43H)	49.00
Pennsylvania	Belle Vernon	15012	03	50:05 (46J)	40.00
	Blairsville	15717	03	46:34 (43J)	50.46
Pennsylvania	Bear Lake	16402	01	47:15 (42J)	101.65
	York	17406	02	44:24 (41J)	28.40
	Pine Grove	17963	02	46:50 (43J)	43.80
Virginia	Raphine	24472	01	46:29 (46H)	81.30
	Swords Creek	24649	01	42:02 (42H)	62.12
West Virginia	Middleborne	26149	01	40:19(40S)	77.00
SOUTHERN REGION					
Arkansas	Bentonville	72712	09	47:28 (40K)	57.65
Florida	Keystone Heights	32656	02	43:14 (42H)	37.65
	Bonita Springs	33923	05	47:30 (43J)	40.65
Georgia	Glennville	30427	03	45:29 (46H)	72.55
	Augusta	30901	06	52:38 (44K)	27.43
Louisiana	Gonzales	70737	04	42:02 (42H)	30.05
	Plain Dealing	71064	03	50:38 (46J)	95.00
Mississippi	Coila	38923	01	34:55 (35S)	84.00
	Pascagoula	39567	06	45:38 (46H)	49.65
North Carolina	Madison	27025	02	46:46 (43J)	73.30
	Hubert	28539	03	39:40 (40H)	36.30
South Carolina	Charleston	29401	02	44:26 (41J)	21.70
Tennessee	Lawrenceburg	38464	07	47:40 (40K)	58.00
Texas	Commerce	75428	01	46:00 (46H)	50.40
	Sherman	75090	04	49:31 (40K)	75.00
	Frankston	75763	01	49:00 (45J)	92.84

*The "Route Classification and Evaluation" published in this POSTAL BULLETIN may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

—Labor Relations Dept., 10–2–80.

IF THE ADDRESS ON YOUR MAILING LABEL OF *POSTAL LIFE* OR *POSTAL LEADER* IS INCORRECT, COMPLETE FORM 1216, *EMPLOYEE'S CURRENT MAILING ADDRESS*. THIS FORM IS AVAILABLE FROM YOUR PERSONNEL OFFICE. RETURN THE COMPLETED FORM TO YOUR PERSONNEL OFFICE FOR PROCESSING. NO OTHER FORM CAN BE USED FOR THIS PURPOSE.

Warning Notice—Unrecovered Stolen Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)

The following money orders are void and should not be cashed: (1) All card type orders. (2) New style orders 000,000,001—199,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, KIA OB1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21264 article.

200,400,512 to 0,600
200,467,313 to 7,500
201,328,601 to 9,300
201,963,699 to 3,800
201,980,250 to 0,299
202,545,957 to 6,000
207,218,569 to 8,600
208,872,242 to 2,257
209,190,001 to 5,000
210,301,801 to 2,000
210,835,285 to 5,300
210,935,633 to 5,700
212,900,201 to 0,300
213,345,001 to 5,100
213,504,865 to 5,000
216,823,954 to 4,000
217,621,979 to 2,100
217,622,401 to 2,800
218,660,066 to 0,700
219,494,026 to 4,130
219,692,001 to 2,100
224,126,989 to 7,100
226,781,246 to 1,400
226,073,655 to 3,700
227,129,004 to 9,400
227,564,701 to 4,800
229,000,595 to 0,600
229,083,686 to 3,700
229,428,120 to 8,300
230,004,990 to 5,200
230,143,701 to 4,000
231,387,001 to 7,500
234,067,232 to 7,300
235,833,783 to 3,800
237,386,845 to 7,000
238,758,669 to 8,730
239,162,130 to 2,200
239,863,796 to 3,870
239,864,826 to 4,900
240,362,301 to 2,600
241,535,801 to 6,000
242,545,470 to 5,800
242,917,801 to 8,000
243,920,027 to 0,100
244,343,084 to 3,100
244,583,557 to 3,600
245,740,589 to 0,600
245,767,347 to 7,400
247,636,179 to 6,200
247,649,190 to 9,200
247,760,081 to 0,100
250,442,960 to 3,000
252,160,301 to 0,393
252,494,635 to 4,700
253,094,279 to 4,400
253,181,800 to 1,900
253,641,268 to 1,300
254,680,851 to 0,900
259,412,918 to 2,954
261,707,201 to 7,400
261,766,701 to 6,800
262,740,206 to 0,300
263,414,901 to 5,800
264,474,080 to 4,300
266,472,561 to 2,860
268,746,401 to 6,500
270,677,679 to 7,696
272,291,501 to 1,600
274,450,824 to 0,900
274,873,716 to 4,100
275,288,303 to 8,700
278,286,361 to 6,400
278,737,201 to 7,300
278,846,365 to 6,600
282,204,343 to 4,700
282,909,819 to 9,900
284,943,445 to 3,500
285,397,992 to 8,400
286,837,601 to 7,900
288,349,047 to 9,500
288,657,574 to 7,600
291,853,923 to 3,969
295,946,650 to 6,661
296,077,001 to 7,053
296,077,201 to 7,300
297,173,660 to 3,900
297,213,342 to 3,500
297,444,801 to 5,500
297,700,501 to 0,700
298,072,101 to 2,600
299,902,655 to 2,700
305,253,101 to 3,600
306,165,495 to 5,500
306,698,463 to 8,500
306,933,345 to 3,400
307,200,601 to 1,000
307,806,061 to 6,100
310,917,957 to 8,100
310,956,020 to 6,200
311,577,901 to 8,100
311,994,658 to 4,700
314,162,132 to 2,200
315,105,301 to 5,500
315,788,118 to 8,140
317,630,301 to 0,400
321,087,737 to 7,800
321,272,306 to 2,400
321,489,229 to 9,300
322,180,820 to 1,000
323,294,360 to 4,400
323,296,838 to 6,856
323,297,695 to 7,730
323,485,231 to 5,240
323,997,101 to 7,400
326,023,246 to 3,300
328,436,401 to 6,500
331,892,798 to 3,000
332,069,432 to 9,500
336,646,801 to 7,300
336,661,265 to 1,500
336,825,701 to 7,000
336,909,925 to 0,000
337,395,212 to 5,300
338,038,706 to 8,800
338,891,701 to 2,200
339,519,801 to 9,900
339,735,184 to 5,200
340,711,001 to 3,000
341,462,701 to 2,900
343,703,708 to 3,900
343,760,901 to 1,000
343,945,919 to 5,940
344,536,201 to 6,400
344,821,230 to 1,297
344,854,601 to 4,700
345,299,801 to 9,900
345,986,501 to 6,600
347,238,201 to 8,300
347,975,946 to 5,959
348,086,296 to 6,300
348,190,501 to 0,900
349,779,757 to 9,800
351,452,949 to 3,000
351,490,001 to 0,600
353,461,741 to 1,800
355,360,601 to 1,000
357,010,401 to 0,500
357,339,409 to 9,455
358,180,401 to 0,600
359,269,750 to 9,790
359,547,122 to 7,150
359,790,481 to 0,540
359,791,901 to 1,920
359,994,676 to 4,700
361,168,730 to 8,900
361,201,906 to 2,100
362,295,806 to 5,819
363,463,501 to 4,500
363,475,801 to 6,100
363,496,901 to 7,000
363,633,090 to 3,100
363,794,701 to 5,200
365,301,401 to 1,500
365,318,801 to 9,000
365,867,401 to 7,500
365,867,517 to 7,600
366,888,911 to 9,000
366,967,107 to 7,200
367,683,901 to 4,000
368,108,160 to 8,600
368,416,575 to 6,600
368,773,419 to 3,500
368,847,601 to 7,700
370,549,601 to 50,000
370,783,700 to 3,800
372,401,123 to 1,500
372,429,101 to 9,500
374,013,262 to 3,300
374,988,860 to 8,880
375,079,981 to 80,030
375,192,501 to 2,700

UNITED STATES POSTAL SERVICE
WASHINGTON, D.C. 20260
OFFICIAL BUSINESS

PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE, $300

U.S.MAIL

FIRST CLASS

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21266

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OCT 23 1980
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DEPOSITORY 376

postal bulletin

PB 21266—October 9, 1980—24 Pages

ANNUAL OWNERSHIP, MANAGEMENT, AND CIRCULATION STATEMENT

Publishers of second-class publications were required to file Form 3526, *Statement of Ownership, Management, and Circulation,* at post offices of original entry on or before October 1, 1980. Publishers authorized to mail under the provisions of section 422.2, DOMESTIC MAIL MANUAL (DMM), must also publish such statements as required by section 448.31, DMM. Specific instructions are given on the reverse of Form 3526.

Publishers authorized to mail publications at the postage rates in 411.32, DMM (regular rate publications) are no longer required to submit written requests for authority to mail matter at the phased rates of postage according to 39 USC 3626. Consequently, item 12 of the August 1978 edition of the Form 3526 may be disregarded.

Responsibility of Postmasters

Postmasters at original entry offices must:

1. Assure that all publishers file properly completed statements on or before October 1, 1980. Only 1978 & 1980 editions of Form 3526 are to be used. Other editions of Form 3526 must be returned.

2. Promptly report discontinued publications to the Office of Mail Classification, Rates & Classification Department, U.S. Postal Service, Washington, DC 20260, under separate cover with copies of publishers' letters of abandonment.

3. Determine whether there are unauthorized frequency of issue and title changes or any other changes in qualifications under which authorization to mail at the second-class rates was originally issued. Title and frequency information on Form 3526 must be in agreement with file copies of authorizations for second-class publications received from Headquarters. If there are unauthorized changes, have publishers obtain authorization through prescribed procedures.

4. Record the 6-digit USPS number or the 8-digit ISSN in the space provided for on the form (Item 1A).

5. Review Forms 3526 for completeness and accuracy to assure these points are covered:

a. The known office of publication (item 4) as defined in section 421.3, DMM, is located at the office where the publication has original entry.

b. Complete circulation data must be shown in item 10 for all publications.

c. Make sure item 10B2 is in substantial agreement with the copies declared on Form 3541, *Statement of Mailing Second-Class Publications,* if the publication has no additional entry offices. If the publication does have additional entries, compare item 10B2 with the findings of publisher's records (section 447.2, DMM). Determine the reasons for any significant differences.

d. Publications authorized entry under section 422.2 DMM must meet the circulation requirements of section 422.221; i.e., have a paid subscription list and not be designed primarily for free or nominal rate circulation. Over one-half of the total copies circulated of these publications must be circulated to persons who have paid for the copies at a rate above nominal.

e. Publications authorized under section 422.3, DMM, that are authorized to carry general advertising must also be circulated primarily to people who paid for the copies at a rate above nominal. See section 422.32, DMM. For these publications, item 10C of Form 3526 must be at least 90% of item 10E. If item 10C is less than 90%, a verification of the publication's circulation should be made. See section 447.2, DMM.

f. Each column of item 10 data is to be based on all mailings. For example, if a publication is published daily (including Sunday), data in item 10 is the average of all seven issues.

6. After Forms 3526 are reviewed, postmasters are to submit them to the Office of Mail Classification according to instructions on the form. If there are any deficiencies in the forms submitted by the publishers, a memo explaining the actions being taken to have them corrected should be attached. Envelopes containing only Forms 3526 without deficiencies must be endorsed: **1980 Forms 3526 enclosed.** Envelopes submitted to the Office of Mail Classification containing Forms 3526, which also contain memos, Forms 3548, *Review and Verification of Circulation,* or reentry applications must not bear the endorsement.—*Rates & Classification Dept., 10–9–80.*

DMM Issue 3 Published

Issue 3 of the Domestic Mail Manual (DMM) has been published and is being distributed. This issue incorporates the phased rate changes implemented effective July 6, 1980, an Appendix containing a bibliography of directives related to the DMM, and an Index to the DMM.—*Office of Management Services, 10–9–80.*

Vehicle Repair—Form 4541

Only the October 1979 revision of Form 4541, Order-Invoice for Vehicle Repair, is acceptable. Immediately scrap all previously dated forms. Offices not having the latest edition in stock may requisition the October 1979 revision out of cycle, as described in Publication 24, *Supply Catalog.* The October 1979 revision is available from both area supply centers.—*Delivery Services Dept., 10–9–80.*

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P1.3:

TIMEKEEPING

The purpose of this article is to update instructions related to timekeeping and use of Form 1236, *Transfer, Loan and Training Hours,* which were originally published in Postal Bulletin 21216 (10–25–79). These procedures are effective pay period 22, 1980.

The payroll system will not process Form 1230–C, *Timecard,* with card types 3 through 7. The only valid card types to be used on Form 1230–C are:

a. New employee or replacement timecard

b. Higher level.

Offices submitting Form 1230–C timecard with card type 3 through 7 may cause the employee to be paid incorrectly. Form 1236 will be used to allocate hours to the proper designation/activity codes and Labor Distribution Codes.

The following transfer, loan and training hours procedures are recommended as ones that afford the most control and clearest audit trail for tabulating hours for posting to the Form 1236. Any operational group may modify these procedures for the collection of transfer and training hours as long as the information collected is reported on the Form 1236 properly. No changes will be permitted to the loan procedure.

A. Transfer Hours

1. ***Definition.*** *Transfer Hours* is any period of time that is charged to a designation/activity (D/A) code or Labor Distribution Code (LDC), which is different from the employee's established D/A code, LDC or both. For example, a carrier temporarily assigned to work as a distribution clerk would have hours transferred from D/A code (13–4) and LDC (22-carrier) to D/A code (11–0) and LDC (14-clerk/mailhandler-directman). *Transfer hours* are recorded by using Form 1234, *Utility Card.* All hours and premiums recorded on Form 1234 are copied onto the employee's Form 1230–A or 1230–B for pay purposes. The total work and overtime hours are also transcribed from Form 1234 to the Form 1236 for proper financial reporting as outlined in Section E of these instructions.

2. ***Eligibility.*** There is no eligibility requirement, since transfer hours is simply an accounting of the hours charged to different D/A and LDCs. CAG H, J, K, and L offices are not required to transfer hours. When an employee in a CAG H, J, or K office works higher level in a Rate Schedule Code (RSC) E position the hours are automatically transferred by the PDC to D/A 090 and LDC 01. Any non-higher level transfer of hours in CAG H–J offices may be made at the discretion of the MSC manager.

3. ***Authorization and Supporting Forms.*** It is the supervisor's responsibility to see that time worked in D/A codes or LDCs other than the base codes for employee is recorded on a Form 1234. When an employee works outside his base codes the supervisor should direct the timekeeper to prepare a Form 1234. Exhibit 1 is an example of a properly prepared Form 1234. This form is used by the employee for clocking purposes as long as the work is outside of the designation, activity, or labor distribution area.

4. ***Timecard Handling.*** When an employee has hours that are to be transferred, there are two possibilities for timecard handling:

a. The employee may have all hours for the day transferred. In this case, the supervisor or timekeeper is responsible for removing the employee's Form 1230–A or 1230–B from the timecard rack and replacing it with a properly completed Form 1234 timecard. The employee's Form 1230–A or 1230–B is filed by the timekeeper in alphabetical order, by pay location, pending the return of the employee to the regular position. When the employee returns to the regular position, the timekeeper removes Form 1234 from the timecard rack and replaces it with Form 1230–A or 1230–B.

b. When an employee works part of a day in a transfer hour situation, the timekeeper leaves the employee's Form 1230–A or 1230–B in the timecard rack and also puts Form 1234 in the rack. The supervisor is responsible for seeing that the employee properly clocks in and out on Form 1234 when appropriate.

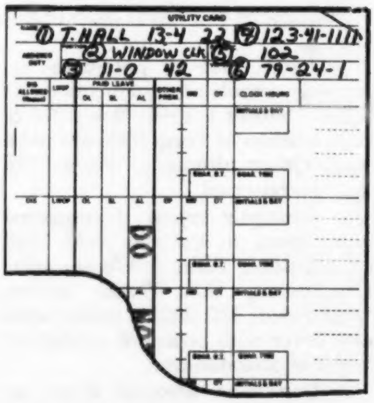
If an employee works in the same *transfer hour* position more than one time during the week, it is not necessary to prepare a new Form 1234. Only one Form 1234 should be used by each employee for working in the same position during a week.

5. ***Timecard Recording.*** Time should be recorded on Form 1234 for an employee who is in a *Transfer Hour* status just as though the employee were using Form 1230–A or 1230–B timecard. Each day, the timekeeper extends the clock ring totals just as they would for Form 1230–A or 1230–B. After extending the clock rings, timekeepers add the totals to the corresponding daily clock ring totals on 1230–A, (1230–B) or 1230–C and enter the combined total in the appropriate space on the 1230–A (1230–B) or 1230–C.

6. ***Special Handling.*** All Forms 1234 used to record *transfer hours* must be returned to the timekeeper of the employee's home pay location at the end of the week so that the timekeeper can total them and transcribe all hours and premiums recorded on Form 1234 to the employee's Form 1230–A, (1230–B) or 1230–C for payment.

The total work and overtime hours recorded on Form 1234 are also recorded on Form 1236 as outlined in Section E of these instructions. All Forms 1234 timecards used are maintained by the timecard custodian with the timecards returned from the

EXHIBIT 1


UTILITY CARD

① T. HALL 13-4 22 ④ 123-41-1111

② WINDOW CLK ⑤ 102

③ 11-0 42 ⑥ 79-24-1

PAID LEAVE
CLOCK HOURS
DO
NOT

Form 1234 for Transfer Hours

The following information must be completed on Form 1234:

1. Name, Base Designation Activity Code, Base Labor Distribution Code of the employee.
2. Position to where employee transferred.
3. Designation Activity Code and Labor Distribution Code of transferred position.
4. Employee Social Security Number.
5. Employee Pay Location.
6. Year, pay period and week of the transfer.

postal data center for that respective pay period.

B. Loaned Hours

1. Definition. *Loaned Hours* is time worked at a postal facility with a different finance number than the employee's home office finance number.

2. Eligibility. There is no eligibility requirement, since loaned hours is simply an accounting of the hours charged to payroll accounts.

Loaned hours should not be recorded when employees are assigned to a regional office or other installation to instruct or to receive training.

3. Authorization and Supporting Forms. Whenever an employee is temporarily assigned to a facility other than his official duty station (or to another government agency) a Form 1723, *Assignment Order,* must be prepared in duplicate by the employee's supervisor directing the employee to perform the duties of the assigned position.

Upon receipt of the Form 1723, the timekeeper prepares a Form 1234, *Timecard,* to be used at the temporary duty station for recording loaned hours. If the employee is being loaned to a higher level/loaned position, the timekeeper also prepares a Form 1230–C, card type 2, for higher level; this card remains at the employee's home office. The Form 1230–C card is used to pay the hours worked at higher level by the employee in the loaned position. Section B–6 outlines use of this card. The original Form 1723 and the newly prepared Form 1234 are sent to the supervisor, who gives the Form 1723 to the employee as an order of the beginning and approximate ending of the loaned assignment. The supervisor forwards the prepared Form 1234 to the new supervisor for use by the employee during the loaned assignment.

Exhibit 2 is an example of a properly completed Form 1234 for an employee who has been loaned to another facility. The timekeeper enters the information across the top of the timecard by using the information on Form 1230–A (or 1230–B) and Form 1723.

4. Timecard Handling. When an employee is on *loan* to another installation, the timekeeper or supervisor removes the employee's Form 1230–A or 1230–B from the timecard rack and files it until the employee returns. All Form 1234 timecards used for loaned hours are maintained by the timecard custodian with the timecards returned from the postal data center for that respective pay period.

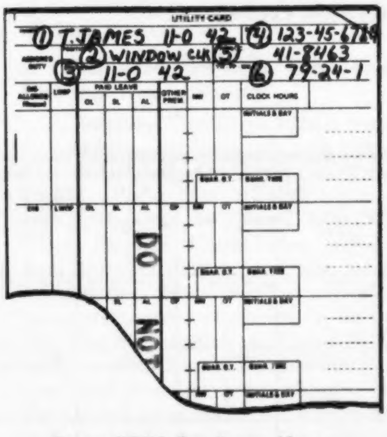
5. Timecard Recording. The employee records time on Form 1234 just as he would record time on Form 1230–A or 1230–B. Timekeepers extend the clock rings on a daily basis just as they would if the employee were clocking on Form 1230–A or 12330–B. After extending the clock rings on the 1234, timekeepers add them to corresponding daily clock rings on the 1230–A (1230–B) or 1230–C and enter the combined total in the appropriate space on the 1230–A (1230–B) or 1230–C.

6. Special Handling. All Forms 1234 for *loaned* hours must be returned to the employee's home office at the end of the week. All hours and premiums recorded on the Forms 1234 are transcribed to the employee's Form 1230–A (or 1230–B) or to a Form 1230–C, card type 2, for higher level, if the loaned position was at a higher level. If the Forms 1234 cannot be returned to the employee's home office for proper posting of these hours to Form 1230–A (or 1230–B) or Form 1230–C, then the borrowing office calls the lending office with the hours recorded on Form 1234. The borrowing office then sends the Forms 1234 to the employee's home office to document the called in information. This ensures proper payment to the employee.

Blocks 75 and 97 are left blank.

The total work and overtime hours recorded on Form 1234 must also be reported on Form 1236 for accurate financial reporting. Section E of these instructions refers to this procedure.

EXHIBIT 2



UTILITY CARD

① T. JAMES 11-0 42 ④ 123-45-67

② WINDOW CLK ⑤ 41-8463

③ 11-0 42 ⑥ 79-24-1

PAID LEAVE
OTHER PREM
OT
CLOCK HOURS
INITIALS & DAY
DO NOT

Form 1234 for Loan Hours

The following information must be completed on Form 1234:

1. Name, Base Designation Activity Code, and Base Labor Distribution Code of the employee.
2. Position to where employee loaned.
3. Designation Activity Code and Labor Distribution Code of loaned position.
4. Employee Social Security Number.
5. Finance Number of borrowing office.
6. Year, pay period, and week of the loan.

C. Higher Level

1. Authorization and Supporting Forms. When an employee is temporarily assigned to a higher level position, the supervisor completes Form 1723, *Assignment Order,* in duplicate, and forwards both copies to the timekeeper.

Upon receipt of the Form 1723, the timekeeper prepares a Form 1230–C timecard for use by the employee while in the higher level position and returns it together with the original Form 1723 to the supervisor. The duplicate Form 1723 is filed in the employee's official personnel folder. For an Officer-In-Charge (OIC) position, the Form 1723 must be filed on the right side of the OPF as a permanent record.

Upon its return, the supervisor gives the original Form 1723 to the employee as a written order with the beginning and approximate ending of the higher level assignment. (Failure to provide this written order is not grounds for denial of higher level pay if the employee is otherwise directed to perform the duties.)

The supervisor retains the prepared Form 1230–C, or forwards it to the new supervisor if a relocation is involved, for use by the employee during the week in the higher level position.

Exhibit 3 is an example of a properly completed Form 1230–C timecard, to be used whenever an employee is serving in a higher level position. The timekeeper must fill out the indicative data across the top of the card by simply copying it from the employee's preprinted Form 1230–A or 1230–B timecard. A 2 must be entered in the card type column. The information across the bottom is copied from the Form 1723 which the supervisor has completed.

The timekeeper must complete blocks 90, 91, and 93. Failure to complete these blocks could cause the employee to be paid incorrectly. The timekeeper, in accordance with the supervisor's instructions, completes block 92 when an employee is assigned to a higher level position by referring to Exhibit 421.21 of Handbook F-21, *Time and Attendance.*

A detailed explanation of the importance of each of these blocks follows:

a. Block 90 is the *Rate Schedule Code* for higher level position in which the employee is working. This block must be completed even if the higher level position is in the same rate schedule code as the base position.

b. Block 91 shows the level or grade of the new position in which the employee is serving.

c. Block 92 indicates the percent increase, used whenever required for an employee who is serving in a higher level position. Otherwise this block must not be used.

d. Block 93 indicates whether the employee was serving or paid in a higher level position at the end of the last scheduled tour in the pay week. If the employee was in a higher level pay status at the end of the last scheduled tour of the pay week, mark Y in block 93; if not, mark N in block 93. Block 93 must have either a Y or N. Failure to include this information may cause the employee to be paid incorrectly.

2) Timecard Handling. When an employee is serving in a higher level position, a determination must be made as to whether the employee is in a higher level position for the full tour or for a partial tour.

When an employee is temporarily assigned to a higher level position for a full tour or more, the supervisor or timekeeper removes the employee's regular timecard (Form 1230-A or 1230-B) from the timecard rack and replaces it with the Form 1230-C, *Other Duty Card.* The employee's regular timecard is filed by the timekeeper in alphabetical order, by pay location, pending return of the employee to his regular position. The supervisor must be sure that the employee's Form 1230-A or 1230-B timecard is in the rack and available to the employee for clocking purposes when the employee's higher level assignment expires.

3. Special Situations. If an employee is serving in a higher level position in a different D/A code and/or LDC, he is in a ***higher level/transferred*** pay status. From a timecard standpoint, there is no difference; but for accounting purposes, the total work and overtime hours on the Form 1230-C must be reported on Form 1236, for the correct distribution of hours. Section E of these instructions provide guidelines for proper completion of Form 1236.

If an employee is serving in a higher level position at a facility with a different finance number than his home facility, he is in a ***higher level/loaned*** pay status. In this case, it is necessary to:

a. Complete Form 1234 as outlined in Section B-3

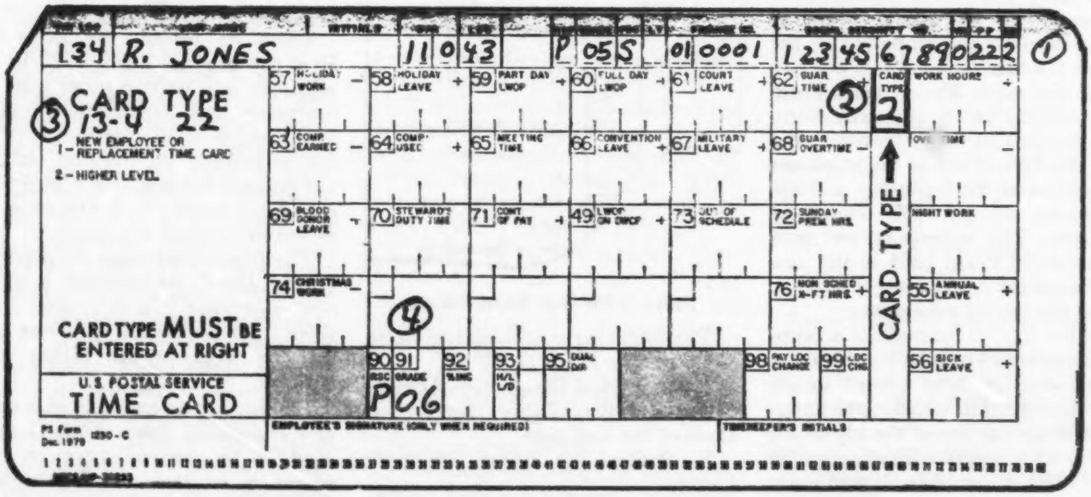
b. Complete Form 1230-C for the payment of higher level hours as outlined in Section B-3

c. Record straight and overtime hours on Form 1236 for proper distribution of hours as outlined in Section E.

D. Training

1. Definition. Hours spent in *Job Training* and *Developmental Train-*

EXHIBIT 3



134 R. JONES 11 0 43 P 05 S 01 0001 123 45 6789 0 22 2 ①

CARD TYPE
③ 13-4 22
1 - NEW EMPLOYEE OR REPLACEMENT TIME CARD
2 - HIGHER LEVEL

CARD TYPE MUST BE ENTERED AT RIGHT

U.S. POSTAL SERVICE
TIME CARD

57 HOLIDAY WORK –
58 HOLIDAY LEAVE +
59 PART DAY LWOP +
60 FULL DAY LWOP +
61 COURT LEAVE +
62 GUAR TIME +
②
CARD TYPE 2
WORK HOURS +
63 COMP EARNED –
64 COMP USED +
65 MEETING TIME
66 CONVENTION LEAVE +
67 MILITARY LEAVE +
68 GUAR OVERTIME –
OVERTIME –
69 BLOOD DONOR LEAVE +
70 STEWARD'S DUTY TIME
71 CONT OF PAY +
49 LWOP ON OWCP +
73 OUT OF SCHEDULE
72 SUNDAY PREM. HRS.
NIGHT WORK
74 CHRISTMAS WORK –
④
76 NON SCHED X-FT HRS. +
55 ANNUAL LEAVE +
CARD TYPE →
90 RSC P
91 GRADE 06
92 %INC
93 H/L L/D
95 DUAL DIF
98 PAY LOC CHANGE
99 LDC CHG
56 SICK LEAVE +

EMPLOYEE'S SIGNATURE (ONLY WHEN REQUIRED)
TIMEKEEPER'S INITIALS

PS Form 1230-C
Dec. 1979

Form 1230–C for Higher Level/Transfer Hours

The following information must be completed on Form 1230–C:

1. The indicative data copied from the employee's Form 1230–A or 1230–B.
2. The proper card type "2".
3. The Designation Activity Code and Labor Distribution Code of the higher level/transfer position. This annotation has no effect on pay but will be necessary for proper completion of Form 1236.
4. Fill in Blocks 90, 91, 92 and 93 with the appropriate information. Blocks 95 and 96 are not to be completed.

ing are to be reported as training hours if all of the following conditions are met:

a. The hours are on-the-clock (paid) hours.

b. The hours of training are performed in a classroom or simulated work-area environment.

c. The hours are not on-the-job training.

All hours spent performing required duties, or on-the-job training, are to be reported as workhours under the operation number and LDC assigned to the functional activity being performed.

2. Authorization and Supporting Forms. When an employee is assigned to training, timekeepers prepare a Form 1234 to be used by each affected employee for recording time spent in training. The information across the top of Form 1234 is obtained from the employee's Form 1230–A (or 1230–B). All Forms 1234 must be annotated with the applicable training LDC across the top of Form 1234.

3. Timecard Handling. Employees record their time while in a training status on Form 1234, just as they would record their time on Form 1230–A or 1230–B.

4. Timecard Recording. The employee records time spent in training sessions on Form 1234 timecard just as he would record work hours on Form 1230–A (or 1230–B) timecard. Timekeepers extend the clock rings on a daily basis just as they would if the employee were clocking on Form 1230–A or 1230–B. After extending the clock rings on the 1234, timekeepers add them to the corresponding daily clock rings on the 1230–A (1230–B) or 1230–C and enter the combined total in the appropriate space on the 1230–A (1230–B) or 1230–C.

If an employee would have received night differential hours on his regular work tour, then he is entitled to receive an equal number of night differential hours while in training status, even if the training occurs during the day. These hours are to be entered on Form 1234 training timecard, as described in Chapter 2 of Handbook F–21.

5. Special Handling. When an employee is assigned to training for more than an eight hour period, the timekeeper removes the employee's regular timecard Form 1230–A or 1230–B from the timecard rack and replaces it with Form 1234. The employee's regular timecard is filed by the timekeeper in alphabetical order, by pay location, pending return of the employee to his regular position, at which time the employee resumes using Form 1230–A or 1230–B.

All Forms 1234 for training hours must be returned to the employee's timekeeper before the end of the week so that the hours and premiums recorded on these cards are transcribed to the employee's 1230–A or 1230–B for pay purposes. If an employee is attending a training session outside of his official duty station and there is a possibility that the employee may not be able to return to his duty station before the timekeeper begins his weekly timecard totaling activities, then the timekeeper is responsible for recording an eight hour entry each day in the appropriate block of the Form 1230–A (or 1230–B) timecard. The supervisor's initials must be obtained for this entry.

It is necessary to report the total work and overtime hours recorded on Forms 1234 for training hours on Form 1236. By using Form 1236 the hours are properly distributed to the training accounts. Procedures for use of Form 1236 are located in Section E of these instructions.

E. Form 1236, Transfer, Loan and Training Hours Report

1. Purpose. The Form 1236 is used to properly allocate work and overtime hours recorded on Form 1234, Utility Cards, (for transfers, loans and training), or Form 1230–C, Other Service Cards (for higher level/transfer hours), and any local form used to record a group of hours being transferred or shown as training. The information on Forms 1236 reallocates to the proper accounts the work and overtime hours charged to the payroll accounts by the timecards that were submitted. In Postal Source Data System (PSDS) offices, Form 1236 is used only to allocate work and overtime hours loaned to another office or adjust hours improperly recorded in prior pay periods. (**Note:** The use of Form 1236 for this purpose is required only until the necessary programming changes can be made to allow these hours to be reported through PSDS.)

2. Who Prepares Forms 1236?

a. CAG A–G and CAG M–Z timecard offices to report transfer, loan and training hours.

b. CAG H–L offices to report loan and training hours. Also, at the discretion of the MSC manager, CAC H–J offices may report non-higher level transfers between craft (D/A) and LDC—these type transfers should be very infrequent in these offices.

c. PSDS offices to report loaned hours and prior period adjustment. (Temporary procedure)

3. When is Form 1236 Prepared and Submitted?

Form 1236 is prepared in triplicate at the end of each pay period by those offices having hours to reallocate. One copy is maintained by the preparing office. The original and a copy are sent to the budget office at the sectional center no later than the Saturday after the close of the pay period. The sectional center will batch all of the original Forms 1236 and forward them to arrive at their payroll processing PDC (Attn: Payroll Control Branch) not later than close of business the first Monday after the close of the pay period. It is permissible for the MSC to make two mailings in case some Forms 1236 are not available in time for the initial dispatch. **Associate Offices must not submit their Forms 1236 directly to the PDC.** The sectional center should insure that only one copy of the Forms 1236 for their offices is submitted each pay period. (In the past, both the original and copy have been submitted for some offices.)

Facilities not reporting to a sectional center complete Form 1236 in duplicate. The original is submitted to the PDC in accordance with the above schedule.

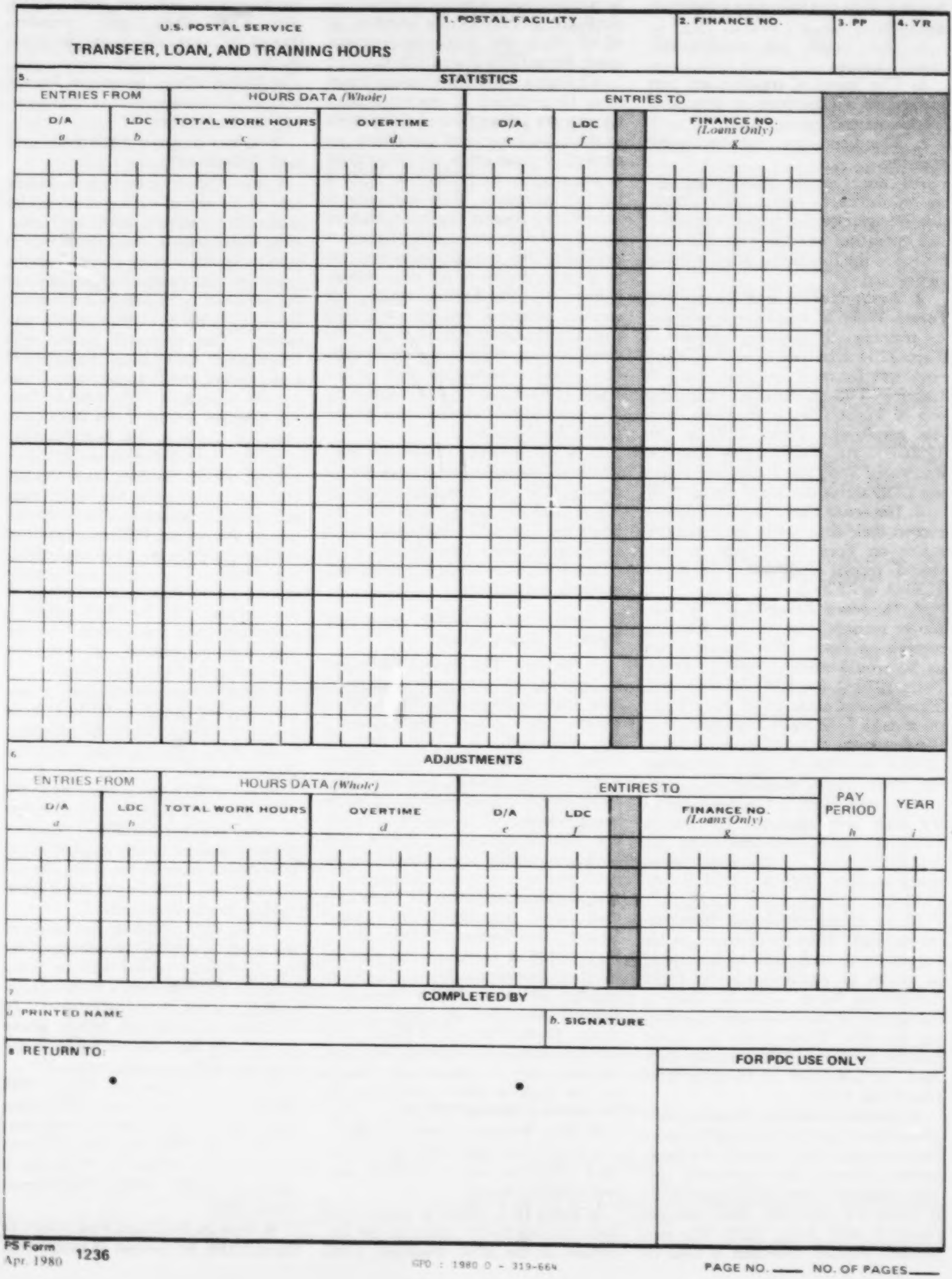
Forms 1236 being submitted to the PDC should be placed in an envelope or other suitable container. The container should be clearly marked in the lower left corner *Form 1236*. Do not place Forms 1236 in the same envelope or box as timecards.

Forms 1236 which do not arrive at the PDC in time to be processed for the applicable period will be processed by the PDC in a subsequent period as a prior period adjustment. In addition a report of MSCs whose forms were late will be made to the Regional Office.

Duplicate copies of Form 1236 should be retained by the originating office and sectional centers for 60 days or until the PDC Report of Hours Transferred, Loaned or Training is received and verified—whichever comes first.

4. How to Total and Post Hours to Form 1236. At the end of each week,

EXHIBIT 4



U.S. POSTAL SERVICE **TRANSFER, LOAN, AND TRAINING HOURS**	1. POSTAL FACILITY	2. FINANCE NO.	3. PP	4. YR

5. **STATISTICS**

ENTRIES FROM		HOURS DATA *(Whole)*		ENTRIES TO			
D/A *a*	LDC *b*	TOTAL WORK HOURS *c*	OVERTIME *d*	D/A *e*	LDC *f*	▨	FINANCE NO. *(Loans Only)* *g*

6. **ADJUSTMENTS**

ENTRIES FROM		HOURS DATA *(Whole)*		ENTIRES TO					
D/A *a*	LDC *b*	TOTAL WORK HOURS *c*	OVERTIME *d*	D/A *e*	LDC *f*	▨	FINANCE NO. *(Loans Only)* *g*	PAY PERIOD *h*	YEAR *i*

7. **COMPLETED BY**

a. PRINTED NAME	b. SIGNATURE

8. RETURN TO:	FOR PDC USE ONLY

PS Form 1236
Apr. 1980

GPO : 1980 O - 319-664

PAGE NO. ____ NO. OF PAGES____

required offices summarize all work and overtime hours that are to be transferred, loaned or recorded as training on a Form 1236. At the end of the pay period, the totals from the Form 1236 for week one are combined with the totals from the Form 1236 for week two and posted on Form 1236 for the pay period.

5. How to Determine the Number of Hours Transferred

a. At the end of the week, arrange all Form 1230–C cards for higher level/transfer hours into groups by the employee's base designation/activity (D/A) codes and labor distribution codes (LDCs).

b. Take each group and further separate by the D/A code and/or LDC where the hours are to be transferred.

c. Total the work and overtime hours for each group and post on the week's Form 1236. In the *From* block in the statistics section, post the D/A code and/or LDC from which the hours are to be subtracted. Post the total work hours (including overtime) and the overtime hours in the proper block. In the *To* blocks, post D/A code and/or LDC to which the hours are to be added.

d. Arrange and total the hours on all Forms 1234 for transfer hours in the same manner as the Form 1230–C timecards, and post entries to the week's Form 1236.

6. How to Determine the Number of Hours Loaned.

a. At the end of the week arrange all Form 1234 timecards for loaned hours into groups by the employee's base D/A codes and LDCs.

b. Take each group and separate by the D/A codes, LDCs, and finance numbers where the hours are to be loaned.

c. Total the work and overtime hours for each group and post on the week's Form 1236. In the *From* block in the statistics section, post the D/A code and LDC from which the hours are to be subtracted. Post the number of total work and overtime hours in the proper blocks. In the *To* blocks, post the D/A code, LDC and finance number to which the hours are to be added.

7. How to Determine the Number of Training Hours.

a. At the end of the week arrange all Form 1234 timecards for training into groups by the employee's base D/A codes and LDCs.

b. Take each group and further separate by the function (LDC 90–97) for which the training was received.

c. Total the work and overtime hours for each group and post on the week's Form 1236.

In the *From* blocks of the statistics section, post the D/A code and LDC from which the hours are to be subtracted. Post the total work and overtime hours in the proper blocks. In the *To* section, always post 999 in the D/A code block. This is the unique code which identifies this entry as training. In the *To* LDC block, post the LDC (90–97) which identifies the function for which the training was received.

8. Totaling of Pay Period Form 1236.

At the end of the pay period the office summarizes all like entries from the Forms 1236 for each week in the pay period and from any local forms used to record group reallocation of transfer and training hours for the pay period into one Form 1236. **Only whole hours are posted to the Form 1236 for the pay period.** A half-hour or more is rounded up; less than a half-hour is rounded down. Total work hours (column c) includes overtime hours (column d). This Form 1236 shows all the hours to be reallocated for the entire pay period.

Special Considerations:

a. It is not permissible to report the same entry as training and loaned. If 999 is posted to the *To* D/A block to signify a training transaction, the *loaned to* finance number (column g) must be left blank.

b. When transferring customer service clerical hours from LDC 48 to other LDC's based on Form 3997–B, Operations Analysis Report, the *From* and *To* D/A blocks (columns a and e) may be left blank if it is not feasible to separate the hours between full-time, part-time and casual clerical hours. This procedure is only permitted when transferring hours from LDC 48 to other customer service LDCs.

c. The appropriate *From* and *To* D/A and LDC must always be provided for loaned hours transactions.

d. The appropriate *From* D/A and LDC must be provided for training hours transactions. The *To* D/A will always be 999 if work hours are to be reduced and training hours increased or 888 if training hours are to be reduced and work hours increased (see 9.c.).

9. How To Adjust Transfer, Loan and Training hours for Prior Pay periods. The adjustment section of Form 1236 is used to correct any hours that have been improperly allocated. Follow these procedures:

a. To Adjust Transfer Hours—Post the D/A code and LDC from which the hours are to be subtracted in the *From* block of the adjustment section. Post the number of total work and overtime hours to be adjusted. In the *To* blocks post the D/A code and LDC to which the hours are to be charged. In the pay period and year block, enter the year and pay period to which the hours are related. For example: In pay period 20, CY 80, a transfer of 80 total work hours and zero overtime hours was made from D/A 13–4, LDC 22 to D/A 11–0, LDC 13. Later, it was determined that only 60 hours should have been transferred. The adjustment entry would be for 20 hours from D/A 11–0, LDC 13 to D/A 13–4, LDC 22. The prior pay period and year would be 20–80.

b. To Adjust Loaned Hours—The posting of adjustments for loaned hours is handled in the same manner as transfer hours with the following additional considerations:

—Block 2 must contain the finance number from which the hours will be subtracted.

—Column g of the adjustments section must contain the finance numbers to which the hours are to be added.

Thus, if the adjustment entry is for the initial reporting of loaned hours or additional loaned hours, the adjustment section of the regular pay period Form 1236 may be used. In the *From* blocks post the D/A code and LDC from which hours are to be subtracted. Post the total work and overtime hours to be adjusted. In the *To* blocks, post the D/A, LDC and finance number to which the hours are to be added. In the pay period and year block, enter the pay period and year to which the hours are related.

In the event loaned hours were previously charged to an improper office or too many hours were charged to an office a special Form 1236 must be prepared. The finance number of the improper office or the office charged with too many hours must be entered in Block 2. The adjustment section of the form would be completed as described above except column g (*Loaned To* Finance Number) must contain the finance number of the office making the initial incorrect report of loaned hours. When this procedure is used the Regional Accounting and Revenue Protection Division must be notified so that the proper coordination with other regions and MSCs may be accomplished if necessary.

c. To Adjust Training Hours—Post the D/A code and LDC for which work hours are to be increased or decreased in the *From* blocks of the adjustment section. Number *999* cannot be used as the D/A code in the *From* block of the adjustment section. A valid D/A code must be used. Post the number of total work (training) and overtime hours to be adjusted. In the *To* section, post *999* in the D/A code block to identify the entry as an adjustment reducing work hours and *increasing* training hours. If the adjustment is to *reduce* training hours and increase work hours, *888* is posted in the D/A code blocks. In the *To* LDC block post the applicable training LDC (90–97) to which hours are to be added (D/A code 999) or subtracted (D/A code 888).

In the pay period and year block enter the pay period and year to which the hours are related.

d. Adjustments should be submitted each pay period on the Form 1236 used to reallocate the transfer, loan and training hours for current pay period except for the special conditions described for loaned hours.

Loaned Hour Procedures—PSDS Offices

The following procedures rescind the instructions on loaned hours in Fiscal Handbook F–22, *PSDS Time and Attendance.*

1. Authorization and Supporting Forms. Whenever an employee is temporarily assigned to a facility other than his official duty station (or to another government agency), a Form 1723, *Assignment Order,* must be prepared in duplicate by the employee's supervisor directing the employee to perform the duties of the assigned position.

The original Form 1723 is given to the employee as an order of the beginning and approximate ending of the loaned assignment. At the borrowing office, the employee gives the Form 1723 to the supervisor, who instructs the timekeeper to prepare a Form 1234 timecard to be used at the temporary duty station for recording loaned hours. Exhibit 2 shows a properly completed Form 1234 for an employee who has been loaned to another facility.

2. Special Handling. All Forms 1234 for *loaned* hours must be returned to the employee's home office at the end of the week. All hours on Forms 1234 must be entered into the Postal Source Data System on the employee's record. This is accomplished by entering the daily clock rings from the Form 1234, using a TR 5 input transaction with operation number 465. This action ensures proper payment to the employee. If Form 1234 is not returned to the employee's home office for input prior to the week cut-off, the hours on Form 1234 may be phoned in to the lending office for input on the employee's record. The borrowing office still sends the Forms 1234 to the employee's home office to document the phoned-in information. The returned Forms 1234 are maintained in the data site for future reference.

The work and overtime hours recorded on Forms 1234 must also be included on Form 1236 for accurate reporting of loaned hours. See Section E of the timecard office instructions. Use of Form 1236 for reporting loaned hours and prior pay period adjustments by PSDS offices will be discontinued when the necessary changes are completed to allow these transactions to be reported through the system. Information on these changes will be included in a forthcoming PSDS T&A Information Memorandum.—*Finance Group, 10–9–80.*

INDEMNITY CLAIMS FOR DAMAGE OR PARTIAL LOSS CAN BE FILED AT ANY POST OFFICE BY EITHER THE MAILER OR THE ADDRESSEE. CLAIMS FOR COMPLETE LOSS CAN ONLY BE FILED BY THE MAILER

POSTAL BULLETIN INDEX

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Some articles are cited under more than one heading, and cross references are listed when needed. Lists of stolen money orders, U.S. or Canadian, are not indexed.

Where appropriate, the last column indicates the permanent issuance in which the POSTAL BULLETIN article will be incorporated.

Extra copies of this BULLETIN may be ordered on Form 1286–A, *Publication Order Blank,* from the Eastern Area Supply Center.

July–September 1980

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Requisitioning for Supplies	21257	8–7	1	Pub. 24
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Postmarking and Hand Canceling Stamps—Requisitions	21264	9–25	7	
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No. 80–34	21256	7–31	6	
No. 80–35	21257	8–7	4	
No. 80–36	21258	8–14	6	
No. 80–37	21259	8–21	10	
No. 80–38	21260	8–28	8	
No. 80–39	21261	9–4	15	
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Withdrawal Procedures—Rural Delivery	21257	8–7	13	
SAFETY				
Fire Prevention Week	21264	9–25	1	
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—*Office of Management Services, 10-9-80.*

Obsolete Directives

The publications and handbooks listed below are obsolete and are no longer available from the Directives and Forms Division or the supply centers. The information they contain is no longer current, or has been included in other directives in more current form.

Pub. No.	*Title*
43	Foreign False Representation and Lottery Mail Orders
50	Consumer Service Program
54	Presorting the First Class Way
55	Planning for Improved Postal Service in Office Buildings
58A	First Class Mail Service Improvement — Leader's Guide for Briefing Retail Employees
58B	First Class Mail Service Improvement — Picture Narration
68	Preventive Vehicle Maintenance, Spot Check Guide for Postmasters
70	Driver Training for USPS Vehicles Exceeding 12,000 lbs. GVW (2 ton and over) Instructor's Guide
71	Vehicle Operations Analyst and Motor Vehicle Dispatcher
95	RPC Facer-Canceler, Model Mark II
97	Express Mail Custom Designed Service: Service Directory
108	Revenue/Cost Analysis Program, A Self Instruction Training
135	Floor Wardens' Instructions, Headquarters Civil Defense Program
162	Conditions of Service for Air Transport of Intra Alaska Mail
164	Sales Guides 1-8
165	Design Control Guidelines
165A	Design Control Guidelines
167	High Rate Belt Sack Sorter
168	Mail Sack Shakeout System
177C	Self Study Course in Retailing (SSCR)—Tracer
177E	SSCR—Recall of Mail
177G	SSCR—Setting Commercial Postage Meters
177K	SSCR—Handing Out and Accepting Passports
178L	SSCR Regular Service Express Mail
197	Retail Equipment and Supplies
201A	Guia de Servicies y Productos Postal se para el Consumidor
211A	PEDC Parcel Damage Control Training Program (PDCTP)—Administrative Guide
215	On Site Meter Setting Workbook
220	What Can Make a Store Happy?
223	A Surprise Package From Parcel Post

Handbook

F-39	Personnel Service Center Coding and Procedures
M-7	Highway Management System Technical Operations
M-7A	Highway Management System Training
M-12	PSDS Vehicle Use Reporting Guide & Implementation Instructions
M-21	Rail Van Control System Technical Operations
M-21A	Rail Van Control System Training
M-34	How to Tell it Like It Is
M-44	Tort Claims Settlement
M-67	Customer Service Representative Handbook
P-17	Postal Career Executive Service Supervisor's Assessment Workbook
P-18	PCES Applicant's Self Assessment Workbook
P-20	Processing and Documenting Personnel Actions Using the Personnel Source Data Mechanization System
P&S 1	Procurement Service Office

—*Office of Management Services, 10-9-80.*

All Personnel Processing Mail for Dispatch Abroad

Foreign Order Notice 23

Keep all foreign order notices for use as reference.

FINAL ORDERS

Tentative *False Representation order* against the following has become final:

UNITED KINGDOM

Pyramid Financial Publications
18 Saint George Street
Hanover Square
London W1R 9DE

Tentative *Lottery orders* against the following have become final:

CANADA

Vancouver, B.C.

Jemini Of Canada
Order Department and Customer Accounts
3rd Floor, 800 W. Pender Street

Canadian National Services
P.O. Box 65657—Station F
2160 Commercial Drive

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to the Postmaster of New York, NY 10001, Attention: Claims, Inquiry and Undeliverable Mail, Room 4508. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all SCFs and designated International Exchange Offices.—*Judicial Officer, 10-9-80.*

PARCEL POST PACKAGES FOR CANADA AND MEXICO, AS WELL AS OTHER COUNTRIES, MUST BEAR CUSTOMS DECLARATIONS

VACANT REGULAR RURAL ROUTES LISTING NO. 80–44

The vacant rural routes listed below will be posted for bid in accordance with the USPS–NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this POSTAL BULLETIN. Those rural carriers having special bidding rights as defined in the USPS–NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
CENTRAL REGION					
Indiana	Madison	47250	01	48:29 (44J)	75.36
	Bedford	47421	13	49:17 (41K)	55.10
Iowa	Iowa Falls	50126	03	39:53 (40S)	74.05
Kansas	Caldwell	67022	03	37:11 (37S)	125.21
	Hutchinson	67501	03	58:27 (48K)	84.35
	Sterling	67579	01	39:36 (40S)	106.20
	Kanorado	67741	01	32:33 (33S)	115.35
Kentucky	Harrodsburg	40330	03	41:51 (42H)	79.00
	Winchester	40391	02	42:26 (42H)	63.05
Michigan	Pontiac	48053	19	45:01 (45H)	18.30
	Portland	48875	02	46:01 (46H)	66.40
	Cedar Springs	49319	01	51:47 (43K)	60.90
	do	49319	02	49:24 (45J)	60.50
	Stephenson	49887	02	42:20 (42H)	83.95
Minnesota	Shakopee	55379	01	46:07 (42J)	44.05
	do	55379	02	44:34 (41J)	58.25
Missouri	Kansas City	64108	27	55:10 (46K)	54.15
	Galt	64641	01	39:04 (39S)	101.75
Nebraska	Randolph	68771	01	40:04 (40S)	103.60
	Holdrege	68949	03	46:10 (46H)	102.85
Ohio	St. Paris	43072	02	42:02 (42H)	60.60
	Ohio City	'5874	01	44:58 (45H)	90.83
	Paulding	45879	03	50:53 (42K)	61.50
Wisconsin	Rice Lake	54868	04	54:07 (45K)	72.25
NORTHEAST REGION					
Vermont	Danville	05828	01	39:34 (40S)	78.00
Connecticut	Gales Ferry	06335	04	45:01 (45H)	28.50
New York	Mahopac	10541	10	43:19 (43H)	28.70
	Vooreesville	12186	02	54:46 (46K)	47.05
	Plattsburgh	12901	01	40:32 (41H)	40.10
SOUTHERN REGION					
Alabama	Cullman	35055	12	49:23 (45J)	61.60
	Birmingham	35203	11	45:51 (46H)	38.15
	do	35203	25	41:46 (42H)	18.05
	Jacksonville	36265	01	49:33 (45J)	66.50
	Moulton	35650	04	45:01 (45H)	73.75
Arkansas	Pine Bluff	71601	05	39:33 (40S)	60.95
	Bearden	71720	02	40:04 (40S)	98.35
	Arkadelphia	71923	03	48:38 (41K)	99.55
	Scott	72142	01	48:56 (45J)	85.95
	Sheridan	72150	05	41:39 (42H)	37.80
	Harrisburg	72432	01	45:42 (46H)	86.76
Florida	Jacksonville	32203	22	41:32 (42H)	22.95
	Milton	32570	05	42:50 (43H)	57.45
	do	32570	09	42:49 (43H)	44.65
	Gainesville	32601	15	42:00 (42H)	33.35
Georgia	Cleveland	30528	03	42:46 (43H)	86.95
	Chatsworth	30705	04	42:50 (43H)	100.00
	Lincolnton	30817	03	35:04 (35S)	62.40
	Macon	31213	07	53:43 (45K)	58.65
Louisiana	Delhi	71232	01	46:01 (42J)	116.85
Mississippi	Greenwood Springs	38848	01	45:13 (45H)	99.80
	Quitman	39355	03	46:06 (46H)	93.15
	Hattiesburg	39401	02	44:10 (44H)	84.60
	Carriere	39426	01	50:19 (42K)	107.05
Tennessee	Kingsport	37662	15	41:22 (41H)	35.10
South Carolina	Blackstock	29014	01	42:19 (42S)	99.85
	Greenville	29602	12	46:12 (42J)	36.50
Texas	Muleshoe	79347	02	46:05 (46H)	106.20
WESTERN REGION					
California	Saugus	91350	02	48:38 (41K)	76.00
	Dinuba	93618	03	56:03 (47K)	58.70
	Salinas	93901	04	41:49 (42H)	54.65
	Los Gatos	95030	06	47:06 (40K)	34.65
Idaho	Twin Falls	83301	06	35:46 (36H)	30.70
Montana	Stevensville	59870	02	44:24 (44H)	58.20
	Victor	59875	01	52:23 (44K)	84.00
Washington	Colfax	99111	02	31:34 (32S)	68.20

*The "Route Classification and Evaluation" published in this POSTAL BULLETIN may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

—*Labor Relations Dept., 10–9–80.*

POM Revision

THIRD-CLASS MAIL DISPATCH

POSTAL OPERATIONS MANUAL (POM), section 442, is amended as follows:

.34 Scheduling. Distribute third-class mail principally on day tours between 6:00 a.m. and 6:00 p.m., to provide for dispatch within 24 hours from time of receipt. Mail is considered received when the vehicle has arrived at the facility and recorded as having arrived. Distribute on other tours when it is necessary to:

a. Provide for dispatch within 24 hours from time of receipt.

b. Prevent backlog and congestion because of lack of space and/or equipment.

c. Insure full utilization of on-duty regularly scheduled clerical employees.

This change will appear in a future revision to POM.—*Mail Processing Dept., 10–9–80.*

Postmasters/Installation Heads

RANDOLPH-SHEPPARD VENDING MACHINE REPORT

An annual report is due at the MSC level by October 20 of the proceeds of every postal installation that has even a single coin-operated vending machine selling snacks, beverages, food, or tobacco. Postmasters must submit consolidated reports, including the proceeds from vending machines at branches, stations, etc. under their control, to appropriate MSC managers. MSC managers will consolidate the reports by State and forward them to district offices for further consolidation and prompt relay to the Regional Director, Employee and Labor Relations.

This report is required by Section IX of Regional Instruction 1023–P–210, filing number 782, *Implementation of the Randolph-Sheppard Act Amendments of 1974* December 29, 1977. The Regional Instruction was distributed by the MSCs at the time of issuance.

Submit reports in the format shown below.

Date: ____________________
Subject: Annual Report of Randolph-Sheppard Activity
From: Name of facility submitting this report:
To: ____________________ (See page 34 of Regional Instruction.)
____
____

For the fiscal year October 6, 1979, through October 3, 1980, vending machine income sharing and other activities related to the Randolph-Sheppard Act Amendments of 1974 at this facility are summarized below. This report is submitted in compliance with Section IX of Regional Instruction 1023–P–210, December 29, 1977, filing number 782.

Vending Machine Income

Vending machine commissions received from commercial concessionaire (do not include the 1½% operating fee):	Vending machine receipts, if locally operated, after deducting the cost of goods sold, including reasonable service and maintenance costs:	Amount disbursed to state licensing agency:
$	$	$

Applications from State Licensing Agency for Permits or Contracts to Operate Vending Facilities

Total Number Received	Number Awarded to SLA	*Number Denied	Number Still Pending

The above data is taken from records on file in the office of:

____

Signature: ____________________

Title: ____________________

Installation: ____________________

Address: ____________________

*Attach explanation of each denial

—*Employee Relations Dept., 10-9-80.*

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ZIP CODE DIRECTORY 1981

This year, from October through November, customers are being offered the opportunity to place an early order for the 1981 ZIP Code Directory. Customers who place an order during this period will not only receive a discount of $1.00 off the 1981 sale price ($8.00), but will also receive direct shipment from the publisher in January. In addition, a $1.00 trade-in discount per directory for old ZIP Code covers and a discount of one free directory per case will be provided. These discounts may be used in combination. The mail orders must be postmarked no later than November 21, 1980, to qualify. After that date customers will have to wait until directories go on sale in their post offices beginning in January.

Last year's mail order customers will receive a direct mail offer to participate in this program. Retail sales and services managers are encouraged to make the early order program known to other prospective directory customers. The order form printed in this bulletin may be copied for this purpose.

Customers should be directed to submit a check or money order and trade-in cover(s) (when appropriate) in an envelope addressed to:

St. Louis Postal Data Center
P.O. Box 14872
St. Louis, MO 63180

Each customer *must* provide his firm's name, address, city, state, and ZIP Code. Checks should be made payable to the USPS. Again, orders must be postmarked by November 21, 1980.—*Delivery Services Dept., 10–9–80.*

ORDER FORM: NATIONAL ZIP CODE & POST OFFICE DIRECTORY

Please fill in the information requested below and enclose this form, your check or money order, and your trade-in (when appropriate) in an envelope and mail.
Make checks and money orders payable to U.S. Postal Service.

NOTE: ORDERS MUST BE POSTMARKED NO LATER THAN NOVEMBER 21, 1980.
Orders postmarked after that date will be returned.

FIRM NAME ____________________
ATTN: ____________________
ADDRESS: ____________________
CITY, STATE, ZIP ____________________

FOR USPS USE
NO.
REB.

Where will your directory(s) be used?
a. Mailroom ☐ b. Office ☐ c. Library ☐ d. Other ☐
How many employees are there in your firm?
a. under 20 ☐ b. 20–50 ☐ c. 50–100 ☐ d. 100–500 ☐ e. over 500 ☐

Single copy(s) ——— @ $ 7.00 minus ——— trade-ins @ $1.00 AMOUNT DUE $ ————
Case(s) ——— @ $49.00 minus ——— trade-ins @ $1.00 AMOUNT DUE $ ————

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Warning Notice—Unrecovered Stolen Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)

The following money orders are void and should not be cashed: (1) All card type orders. (2) New style orders 000,000,001—199,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, KIA OB1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21265 article.

200,400,512 to 0,600
200,467,313 to 7,500
201,328,601 to 9,300
201,963,699 to 3,800
201,980,250 to 0,299
202,545,957 to 6,000
207,218,569 to 8,600
208,872,242 to 2,257
209,190,001 to 5,000
210,301,801 to 2,000
210,835,285 to 5,300
210,935,633 to 5,700
212,900,201 to 0,300
213,345,001 to 5,100
213,504,865 to 5,000
216,823,954 to 4,000
217,621,979 to 2,100
217,622,401 to 2,800
218,660,066 to 0,700
219,494,026 to 4,130
219,692,001 to 2,100
224,126,989 to 7,100
226,781,246 to 1,400
226,073,655 to 3,700
227,129,004 to 9,400
227,564,701 to 4,800
229,000,595 to 0,600
229,083,686 to 3,700
229,428,120 to 8,300
230,004,990 to 5,200
230,143,701 to 4,000
231,387,001 to 7,500
234,067,232 to 7,300
235,833,783 to 3,800
237,386,945 to 7,000
238,758,669 to 8,730
239,162,130 to 2,200
239,863,796 to 3,870
239,864,826 to 4,900
240,362,301 to 2,600
241,535,801 to 6,000
242,545,470 to 5,800
242,917,801 to 8,000
243,920,027 to 0,100
244,343,084 to 3,100
244,583,557 to 3,600
245,740,589 to 0,600
245,767,347 to 7,400
247,636,179 to 6,200
247,649,190 to 9,200
247,760,081 to 0,100
250,442,960 to 3,000
252,160,301 to 0,393
252,494,635 to 4,700
253,094,279 to 4,400
253,181,800 to 1,900
253,641,268 to 1,300
254,680,851 to 0,900
259,412,918 to 2,954
261,707,201 to 7,400
261,766,701 to 6,800
262,740,206 to 0,300
263,414,901 to 5,800
264,474,080 to 4,300
266,472,561 to 2,860
268,746,401 to 6,500
270,677,679 to 7,696
272,291,501 to 1,600
274,450,824 to 0,900
274,873,716 to 4,100
275,288,303 to 8,700
278,286,361 to 6,400
278,737,201 to 7,300
278,846,365 to 6,600
282,204,343 to 4,700
282,909,819 to 9,900
284,943,445 to 3,500
285,397,992 to 8,400
286,837,601 to 7,900
288,349,047 to 9,500
288,657,574 to 7,600
291,853,923 to 3,969
295,946,650 to 6,661
296,077,001 to 7,053
296,077,201 to 7,300
297,173,660 to 3,900
297,213,342 to 3,500
297,444,801 to 5,500
297,700,501 to 0,700
298,072,101 to 2,600
299,902,655 to 2,700
305,253,101 to 3,600
306,165,495 to 5,500
306,698,463 to 8,500
306,933,345 to 3,400
307,200,601 to 1,000
307,806,061 to 6,100
310,917,957 to 8,100
310,956,020 to 6,200
311,577,901 to 8,100
311,994,658 to 4,700
314,162,132 to 2,200
315,105,301 to 5,500
315,788,118 to 8,140
317,630,301 to 0,400
321,087,737 to 7,800
321,272,306 to 2,400
321,489,229 to 9,300
322,180,820 to 1,000
323,294,360 to 4,400
323,296,838 to 6,856
323,297,695 to 7,730
323,485,231 to 5,240
323,997,101 to 7,400
326,023,246 to 3,300
328,436,401 to 6,500
331,892,798 to 3,000
332,069,432 to 9,500
336,646,801 to 7,300
336,661,265 to 1,500
336,825,701 to 7,000
336,909,925 to 0,000
337,395,212 to 5,300
338,038,706 to 8,800
338,891,701 to 2,200
339,519,801 to 9,900
339,735,184 to 5,200
340,711,001 to 3,000
341,462,701 to 2,900
343,703,708 to 3,900
343,760,901 to 1,000
343,945,919 to 5,940
344,536,201 to 6,400
344,821,230 to 1,297
344,854,601 to 4,700
345,299,801 to 9,900
345,986,501 to 6,600
347,238,201 to 8,300
347,975,946 to 5,959
348,086,296 to 6,300
348,190,501 to 0,900
349,779,757 to 9,800
351,452,949 to 3,000
351,490,001 to 0,600
353,461,741 to 1,800
355,360,601 to 1,000
357,010,401 to 0,500
357,339,409 to 9,455
358,180,401 to 0,600
359,269,750 to 9,790
359,547,122 to 7,150
359,790,481 to 0,540
359,791,901 to 1,920
359,994,676 to 4,700
361,168,730 to 8,900
361,201,906 to 2,100
362,295,806 to 5,819
363,463,501 to 4,500
363,475,801 to 6,100
363,496,901 to 7,000
363,633,090 to 3,100
363,794,701 to 5,200
365,301,401 to 1,500
365,318,801 to 9,000
365,867,401 to 7,500
365,867,517 to 7,600
366,888,911 to 9,000
366,967,107 to 7,200
367,683,901 to 4,000
368,108,160 to 8,600
368,416,575 to 6,600
368,773,419 to 3,500
368,847,601 to 7,700
370,549,601 to 50,000
370,783,700 to 3,800
372,401,123 to 1,500
372,429,101 to 9,500
374,013,262 to 3,300
374,433,401 to 4,000
374,988,860 to 8,880
375,079,981 to 80,030
375,192,501 to 2,700

UNITED STATES POSTAL SERVICE
WASHINGTON, D.C. 20260
OFFICIAL BUSINESS

PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE, $300

U.S.MAIL

FIRST CLASS

Schedule. The Postal Bulletin is published every Thursday by the Directives and Forms Division of the U.S. Postal Service, Washington, DC 20260.

Distribution. The Bulletin is received by all postal facilities.

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Index. A quarterly index of Bulletin articles appears early in the months of January, April, July, and October.

Orders.
Public sale:
Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402
Single copy: $1.25; $1.60 foreign
Subscription: $50.00, $62.50 for foreign mailing

Postal facilities:
For one time orders, send Form 7380 to the Eastern Area Supply Center.
To change quantity received, send Form 1286 to the Directives and Forms Division, giving justification.

21267

UNITED STATES POSTAL SERVICE
U.S. MAIL

postal bulletin

PB 21267—October 16, 1980—24 Pages

NEWARK PUBLIC LIBRARY
OCT 29 1980
U.S. GOVT. PUBS.
DEPOSITORY 376

Stamp Inventory Levels—International Postage

New international postage rates are scheduled to become effective January 1, 1981. These revised international rates will make certain current stamps and postal stationery obsolete. The following actions must be taken to minimize local supplies of these items and to determine if additional quantities need to be produced.

All CAG A–G postmasters should immediately review their inventory levels of all international airmail stamps, international airmail and surface postal cards, and areogrammes. They should also determine the supply of these items necesary to meet normal sales demand through January 1, 1981.

These postmasters should not requisition any of these items from bulk suppliers if current inventories are sufficient to meet estimated supply requirements through January 1. However, if the current stock on hand is less than required to meet demand for this period, all CAG A–G postmasters should *immediately* requisition bulk quantities of the items listed below. The listed stamps and aerogrammes are available at the Bureau of Engraving and Printing while the postal cards must be ordered from the Government Printing Office. Only those items and quantities, within the prescribed ordering levels, necessary to increase inventories to meet estimated sales demand until the new rates are implemented should be ordered.

Item Numbers	*Airmail Stamps*
181	21¢ Chanute
184	25¢ Wiley Post
186	26¢ International
192	31¢ Wright Brothers
220	22¢ Aerogramme
	Postal Cards
214	14¢ Eagle
221	21¢ Visit USA
223	21¢ Curtiss Jenny

All CAG H–L post offices should order required quantities of the above items from their Stamp Distribution Office during their scheduled requisitioning cycle.—*Customer Services Dept., 10–16–80.*

Supply Item Change

Supply item 0926C, NSN 5110–00–782–5965, Cutter, steel strapping, formerly obtained from General Services Administration (GSA) through their stores depots, has been discontinued.

A replacement item has been adapted for use as POIN 0926E, which is furnished without a scabbard.

Effective immediately, offices in CAGs A–D, on advice from their GSA supply source that NSN 5110–00–782–5965 is not available, may requisition the following item:

POIN	Description	NSN	U.O.I.	Price
0926E	Cutter, steel strapping, double side retaining, forward cutting action, cuts strapping up to 1" wide, spec: GGG–C–835, Type III	5110–00–771–3732	Ea	$21.00

This change will be reflected in the next revision of Publication 24, *Supply Catalog.—Procurement & Supply Dept., 10–16–80.*

Correction

Postmarking and Hand Canceling Stamps—Requisitions

An article with the above title, in Postal Bulletin 21264 (9–25–80) concerning use of the 1980 edition of Form 1567, *Requisition for Rubber and Steel Stamps,* should be changed to: "Use editions dated March 1977 or later only."—*Procurement & Supply Dept., 10–16–80.*

Rubber Line Stamps

Effective immediately, rubber line stamps, Items 500, 502, 518, 574, and 575A, and rubber type Item 645, will be requisitioned directly from the new contractor: Ace Rubber Stamp Works, 14 East Park Street, Newark, NJ 07102. Form 1567, Requisition for Rubber and Steel Stamps Only, submitted in *duplicate,* is the only form used for this purpose. Preaddressed Label 41–V (Permit #10) must accompany each requisition. One label per 100 stamps will suffice. NOTE: Do not send requisitions to Headquarters or to the supply centers. Do not use Form 1567 dated earlier than March 1977; destroy forms with earlier edition dates. New York Postal Data Center and Eastern Area Supply Center will handle billings and payments for these items.

Orders received after October 1, 1980 by the former contractor, Sterrett Manufacturing Company, will be sent to the Eastern Area Supply Center for forwarding to the new contractor. Orders receivd by Sterrett after November 30, 1980, will not be processed or returned. Requisitioning offices may call Eastern Area Supply Center (Walter Lasin, FTS 340–9224) if there is a question regarding the date of receipt of order.

To eliminate duplicate effort and avoid unnecessary ordering delays, strict adherence to these instructions is required.—*Procurement & Supply Dept., 10–16–80.*

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P1.3:

INTERNATIONAL EXPRESS MAIL—PEOPLE'S REPUBLIC OF CHINA

Effective immediately, the United States Postal Service will exchange International Express Mail items with the People's Republic of China. The following regulations and procedures apply:

1. Services Available—Custom Designed and On Demand. See Exhibit A for rates.

2. Areas Served—Beijing, Tianjin, Shanghai, Fuzhou, Guangzhou, and Shenzhen.

3. Acceptable Items and Customs Declaration—Any article permitted in international mail from the United States to the People's Republic of China may be enclosed in an International Express Mail item. Each item containing merchandise must have Form 2966-A, *Parcel Post Customs Declaration*, securely attached. Merchandise insurance is provided at no additional charge with a maximum indemnity of $500 per item.

4. Weight Limit—33 pounds (15 kilos).

5. Size Limit—Each item must not exceed 41" (approximately 1.05 meters) for any one dimension nor 78" (approximately 2 meters) for the sum of the length and girth.

International Express Mail is insured against loss, damage, or rifling at no additional cost. Indemnity will be paid by the USPS as provided in DOMESTIC MAIL MANUAL 294, except that International Express Mail items are not insured against delay in delivery and indemnity will not be made in the event of delay.

Acceptance employees:

1. Refer to Appendix B, Publication 42, International Mail, to ensure that the item does not contain articles which fall within the prohibitions and restrictions listed in the country information entry for People's Republic of China;

2. Complete appropriate sections of Express Mail labels and customs declarations; and

3. Dispatch items to one of the international exchange offices designated to handle outbound International Express Mail to the People's Republic of China (JFK, LAX & HNL).

A future issue of the INTERNATIONAL MAIL MANUAL will include this information.—*Rates & Classification Dept., 10-16-80.*

Incentive Awards Program

Form 1728, *Incentive Awards Program Annual Report*, for FY-80 is due at USPS Headquarters on or before October 24, 1980 (see VI-C in Handbook P-6, *Employee Suggestion Program*).

Only consolidated regional reports are to be submitted to the Manager, Benefits and Services Branch, Headquarters. Individual reporting installations are to be guided by local reporting instructions and are not to submit reports directly to Headquarters.—*Employee Relations Dept., 10-16-80.*

FILLING NON-BARGAINING UNIT POSITIONS

The procedures for filling most kinds of non-bargaining unit positions have been revised. (Selection for PCES, postmaster, and initial-level supervisor positions are *not* affected by these changes.) Transmittal Letter 7 of Handbook P-11, *Personnel Operations*, contains these new procedures. The transmittal letter is distributed to all installations except CAG L post offices.

The revised procedures are effective upon receipt. Special POSTAL BULLETIN 21140, dated March 16, 1978, is rescinded, except for filling vacant positions **announced** before receipt of Transmittal Letter 7. Any questions concerning the procedures should be addressed to local Employee Relations offices.

Although many substantive revisions have been made in the non-bargaining unit selection procedures, the major changes are summarized below. As this is only a summary, Handbook P-11 should be consulted for the details of these changes.

1. Employees are ineligible to apply for competitive promotion to positions at EAS-17 and above if they have been promoted or appointed within the previous year. Employees are ineligible to apply for competitive promotion to positions at EAS-16 and below if they have been promoted or appointed within the previous six months. This rule is not applicable to employees of field installations below the District office level who are applying for positions in their present installations.

2. Employees who apply for lateral reassignment or downgrading under a vacancy announcement are considered separately from promotion applicants, not in competition with them. The application procedure for these employees has been changed.

3. The area of employee consideration does not have to be expanded if one or two applicants (or candidates recommended by the review committee) are available in the minimum area.

4. For vacancies at EAS-14 through EAS-19 in field installations, the area of consideration is normally not expanded beyond region-wide. For vacancies at EAS-13 and below, expansion does not normally exceed MSC-wide.

5. Use of a review committee is not required if five or fewer applications are received. The selecting official is authorized to select, with higher level approval of the selection.

6. Review committees and selecting officials may require applicants to submit written samples of their past work which are relevant to the requirements of the vacant position, but may not give applicants written tests in any form.

7. The contents and retention period are specified for vacancy files.—*Employee Relations Dept., 10-16-80.*

PEOPLE'S REPUBLIC OF CHINA

INTERNATIONAL EXPRESS MAIL

CUSTOM DESIGNED SERVICE

POUNDS (up to and including)	ZONE TO INTERNATIONAL EXCHANGE OFFICE						
	3	4	5	6	7	8	9
1	$29.24	$29.29	$29.34	$29.44	$29.54	$29.64	$29.74
2	32.28	32.36	32.45	32.59	32.73	32.88	33.03
3	35.32	35.43	35.56	35.74	35.92	36.12	36.32
4	38.36	38.50	38.67	38.89	39.11	39.36	39.61
5	41.40	41.57	41.78	42.04	42.30	42.60	42.90
6	44.44	44.64	44.89	45.19	45.49	45.84	46.19
7	47.48	47.71	48.00	48.34	48.68	49.08	49.48
8	50.52	50.78	51.11	51.49	51.87	52.32	52.77
9	53.56	53.85	54.22	54.64	55.06	55.56	56.06
10	56.60	56.92	57.33	57.79	58.25	58.80	59.35
11	59.64	59.99	60.44	60.94	61.44	62.04	62.64
12	62.68	63.06	63.55	64.09	64.63	65.28	65.93
13	65.72	66.13	66.66	67.24	67.82	68.52	69.22
14	68.76	69.20	69.77	70.39	71.01	71.76	72.51
15	71.80	72.27	72.88	73.54	74.20	75.00	75.80
16	74.84	75.34	75.99	76.69	77.39	78.24	79.09
17	77.88	78.41	79.10	79.84	80.58	81.48	82.38
18	80.92	81.48	82.21	82.99	83.77	84.72	85.67
19	83.96	84.55	85.32	86.14	86 96	87.96	88.96
20	87.00	87.62	88.43	89.29	90.15	91.20	92.25
21	90.04	90.69	91.54	92.44	93.34	94.44	95.54
22	93.08	93.76	94.65	95.59	96.53	97.68	98.83
23	96.12	96.83	97.76	98.74	99.72	100.92	102.12
24	99.16	99.90	100.87	101.89	102.91	104.16	105.41
25	102.20	102.97	103.98	105.04	106.10	107.40	108.70
26	105.24	106.04	107.09	108.19	109.29	110.64	111.99
27	108.28	109.11	110.20	111.34	112.48	113.88	115.28
28	111.32	112.18	113.31	114.49	115.67	117.12	118.57
29	114.36	115.25	116.42	117.64	118.86	120.36	121.86
30	117.40	118.32	119.53	120.79	122.05	123.60	125.15
31	120.44	121.39	122.64	123.94	125.24	126.84	128.44
32	123.48	124.46	125.75	127.09	128.43	130.08	131.73
33	126.52	127.53	128.86	130.24	131.62	133.32	135.02

NOTES:
1) Rates in this table are applicable to each piece of International Custom Designed Express Mail shipped under a Service Agreement providing for tender by the customer at a Designated Post Office.
2) Pick-up is available under a Service Agreement for an added charge of $5.25 for each pick-up stop, regardless of the number of pieces picked up. Domestic and International Express Mail picked up together under the same Service Agreement incurs only one pick-up charge.
3) If tendered at origin airport mail facility, deduct $3.00 from these rates.

ON DEMAND SERVICE

POUNDS (up to and including)	ZONE TO INTERNATIONAL EXCHANGE OFFICE						
	3	4	5	6	7	8	9
1	$18.94	$18.99	$19.09	$19.14	$19.24	$19.34	$19.44
2	21.98	22.06	22.20	22.29	22.43	22.58	22.73
3	25.02	25.13	25.31	25.44	25.62	25.82	26.02
4	28.06	28.20	28.42	28.59	28.81	29.06	29.31
5	31.10	31.27	31.53	31.74	32.00	32.30	32.60
6	34.14	34.34	34.64	34.89	35.19	35.54	35.89
7	37.18	37.41	37.75	38.04	38.38	38.78	39.18
8	40.22	40.48	40.86	41.19	41.57	42.02	42.47
9	43.26	43.55	43.97	44.34	44.76	45.26	45.76
10	46.30	46.62	47.08	47.49	47.95	48.50	49.05
11	49.34	49.69	50.19	50.64	51.14	51.74	52.34
12	52.38	52.76	53.30	53.79	54.33	54 98	55.63
13	55.42	55.83	56.41	56.94	57.52	58.22	58.92
14	58.46	58.90	59.52	60.09	60.71	61.46	62.21
15	61.50	61.97	62.63	63.24	63.90	64.70	65.50
16	64.54	65.04	65.74	66.39	67.09	67.94	68.79
17	67.58	68.11	68.85	69.54	70.28	71.18	72.08
18	70.62	71.18	71.96	72.69	73.47	74.42	75.37
19	73.66	74.25	75.07	75.84	76.66	77.66	78.66
20	76.70	77.32	78.18	78.99	79.85	80.90	81.95
21	79.74	80.39	81.29	82.14	83.04	84.14	85.24
22	82.78	83.46	84.40	85.29	86.23	87.38	88.53
23	85.82	86.53	87.51	88.44	89.42	90.62	91.82
24	88.86	89.60	90.62	91.59	92.61	93.86	95.11
25	91.90	92.67	93.73	94.74	95.80	97.10	98.40
26	94.94	95.74	96.84	97.89	98.99	100.34	101.69
27	97.98	98.81	99.95	101.04	102.18	103.58	104.98
28	101.02	101.88	103.06	104.19	105.37	106.82	108.27
29	104.06	104.95	106.17	107.34	108.56	110.06	111.56
30	107.10	108.02	109.28	110.49	111.75	113.30	114.85
31	110.14	111.09	112.39	113.64	114.94	116 54	118.14
32	113.18	114.16	115.50	116.79	118.13	119.78	121.43
33	116.22	117.23	118.61	119.94	121.32	123.02	124.72

NOTES:
1) Pick-up is available under a Service Agreement for an added charge of $5.25 for each pick-up stop, regardless of the number of pieces picked up. Domestic and International Express Mail picked up together under the same Service Agreement incurs only one pick-up charge.

Exhibit A

RETIREMENTS—OPM FORM 1084

POSTAL BULLETIN 21259 (8–21–80) indicated that effective October 18, 1980, OPM Form 1084, *Information in Support of Civil Service Retirement Application,* must accompany retirement and certain death claims applications. It is recognized that the use of this form will require a familiarization period for local personnel who work with retirement papers; therefore, an implementing period is being provided and the form will not be an absolute requirement until January 10, 1981. Meanwhile, all installations should requisition an adequate supply of the form and begin using it as soon as possible. While the form will not be required until January 10, this should give personnel in retirement processing an opportunity to become adept at completing it in a timely fashion. During this implementing period submission of retirement documents must not be delayed because of lack of the form or insufficient time to complete it.

To assist personnel who must complete this form, pertinent instructions from FPM Supplement 831–1 are given below. See Exhibit 1 on page 8. These instructions have been annotated to correspond to applicable provisions of Chapter 5 of the ELM. Retain these instructions until they are incorporated in a Management Instruction in the near future.

Prepare OPM Form 1084 well in advance of an employee's retirement to allow the employing office enough time to verify missing periods of service before the employee retires. Employees eligible or becoming eligible within the next year can be identified from management reports produced by the National Retirement Counseling System.

Area supply centers now have an adequate supply of OPM Form 1084 for immediate requisition. Limit the number requisitioned to the number needed.

Instructions

Section A—Identification

OPM's retirement records are filed alphabetically by date of birth. The identifying information requested below is needed to assure a thorough search of the retirement file.

1. *Name* (last, first, middle initial)—Enter the employee's full last name, first name, and middle initial.

2. *Other names used* in Federal civilian or military service—Enter any name previously used by the employee in Federal civilian or military service that is different from the name currently in use. Such variations could include changes in the spelling of the first, middle, or last name; variations in given name, maiden name, previously married name, alias or any other name variation.

3. *Date of birth*—Enter the employee's date of birth by month, day and year. If more than one date of birth appears in the personnel folder, the date entered in this item is to be the one which has been verified.

4. *Other birth dates*—Enter any variation in the date of birth found in the personnel folder. This could be month, day or year. The birth date entered in item A–3 is to be the one which has been verified if discrepancies exist.

5. *Military serial number(s)*—Enter all the military serial numbers under which the employee has performed military service, if known.

6. *Social Security Account Number*—Enter the Social Security Account Number assigned to the employee.

7. *Service computation date*—Enter the employee's retirement computation date.

Section B—Verified Service History Documented in Official Personnel Records

The Service History Schedule is designed to provide a cumulative record of each employee's complete Federal service, civilian and military. This section is the most important part of the form as it is subject to both the employee's review and an agency official's certification. All entries on the schedule should be in chronological order and are to reflect only service which is verified by official documents in the employee's personnel folder or other official documents in the agency's possession. In this regard, it is important to note that service alleged on an SF 144, *Statement of Prior Federal Civilian and Military Service,* **does not constitute** service verified by an official document.

In rare instances, alleged but unverified service may be shown on an SF 144, or similar document, or may be claimed by the employee after his or her initial review of the Service History Schedule. In such cases, verify the service through the National Personnel Records Center, St. Louis, MO 63118, or, in the case of military service, the appropriate Military Records Center. If verification of such service is initiated too late to be completed prior to the employee's retirement, copies of the correspondence attempting verification should be submitted with OPM Form 1084. If verification was not initiated, you should supply as much detailed information concerning the unverified service as possible. OPM cannot use unverified service for retirement purposes. If unverified service is transmitted to OPM upon an employee's retirement, the retiring employee must be counseled about the impact the unverified service will have on his or her annuity.

Establishing the Service History Schedule.—Completion of Section B, Service History Schedule, and Section D, Detail of Civilian Service, if required, may involve a significant effort depending on the nature and extent of an employee's prior Federal service. Installations are therefore urged to complete this section of the form at least one year prior to an employee's earliest eligibility for optional retirement and retain it in the employee's personnel folder for future use. The Service History Schedule and Section D, Detail of Civilian Service (if required) should be completed up to the beginning date of the employee's current appointment in your agency. If this procedure is followed, a relatively smooth workload will result, the documented service will be readily available for preretirement counseling and estimated annuity computation purposes, and entries required at retirement will be minimized. The potential retiree should also be given an initial opportunity to review his or her service history at this time. This initial review will permit the employee to detect any missing or inaccurate period(s) of service and provide the information needed to verify the service. The following instructions are to be followed in completing section B regardless of when it is initiated. They are organized to correspond with the column headings.

Federal agency or military service branch.—Enter the name of the employing agency in this column. If the service was active military duty, enter "Active Duty" and the branch of service, e.g., "Active Duty USAF." Enter only active duty military service. See ELM 562.3 for an explanation of creditable military service.

Appointment, separation or conversion dates for civilian and active, honorable military service—(from) (to)

From (*appointment dates*)—For civilian service, this column is used to indicate beginning date of each period of employment within an agency and beginning date of any change in nature of appointment held which affects retirement coverage; i.e., whether or not Civil Service retirement deductions are withheld from employee's salary. For military service, date of entry on active duty is shown. (Do not confuse this date with date of induction into the armed services.)

To (*separation dates*)—For civilian service, this column is used to indicate the ending date of each period of employment within an agency and the ending date of a particular kind of appointment where employment continues, e.g., end of an appointment for intermittent duty where the employee converts to an appointment with regularly scheduled tour of duty; or ending date of an appointment subject to Federal Insurance Contributions Act (FICA) deductions (also called Social Security deductions) where the employee is converted to a type of appointment subject to Civil Service retirement deductions. The beginning dates of such changes would be reflected in the "Appointment Date" column. Changes in the nature of an appointment held which do not affect retirement coverage do not have to be documented on this schedule; however, the appointment and separation dates must always be shown. The last entry under this column will be the effective date of the employee's retirement. The type of retirement applied for will be shown in the "Remarks" column. In disability retirements, enter the date the application for disability retirement was filed, since the date of actual separation will be unknown.

Name of retirement system—Identify retirement system, if any, under which each period of Federal service was performed; e.g., "CS" to indicate Civil Service, "FS" to indicate Foreign Service, "TVA" to indicate Tennessee Valley Authority, etc. For active duty military service enter "MIL." If the employment was civilian and subject to Social Security deductions, enter "FICA." If the employment was not subject to any retirement system, including FICA, enter "none". If "none" or "FICA" has been entered for *any* period of Federal *civilian* employment, Section D, Detail of Civilian Service Not Subject to a Federal Contributory Retirement System, *must* be completed to document each such period so that OPM can compute the "deposit" due to the Retirement Fund.

Remarks and noncreditable time.—The "Remarks" column is used to indicate tours of less than full time duty, changes in nature of appointment held which affect retirement coverage, leave without pay in excess of 6 months in a calendar year, "Refunded Service," character of discharge and "Lost Time" for military service, and type of retirement applied for.

1. *Tour of duty*—If a period of employment was intermittent, WAE (When Actually Employed), or CWN (Call When Needed), only the days or hours actually worked will be creditable for retirement purposes. In such cases "Intermittent" should be entered in the "Remarks" column and the time actually worked should be entered in the "Creditable Time" column.

2. *Changes in nature of appointment held*—A change in nature of appointment held which affects retirement coverage, e.g., transfer from a position subject to FICA deductions to one under Civil Service Retirement system, is to be treated as a separation and appointment. If type of change is not clearly identified by other required entries on the form, a short explanatory entry should be made in "Remarks" column. Note that the only changes which must be documented in this section are ones which affect retirement coverage (that is, whether Civil Service retirement deductions are withheld or not).

3. *Refunded service*—Employees who have received a refund of retirement deductions for a period or periods of service will generally not receive credit in their annuity computation for the period(s) of "refunded service" unless the refund, with interest, is paid back (redeposited). If you are aware of any period(s) of "refunded service", enter "REFUNDED" in "Remarks" column. Such service is still entered in "Creditable Time" column since it may be used to establish length of service for annuity title.

4. *LWOP and military "lost time"*—Any leave without pay in excess of 6 months in a calendar year is not generally creditable for retirement purposes. Therefore, leave without pay in excess of 6 months in a calendar year is to be noted in "Remarks" column. Periods of "lost time" during military service, e.g., AWOL, do not constitute active duty service, and therefore may not be credited for retirement purposes. Any periods of lost time during military service must be entered in "Remarks" column. Until 1950, lost time was "days lost under Articles of War 107." Since then, it has been recorded on Department of Defense Form 214 under item 38, generally as "—— days lost under Uniform Code of Military Justice, Article 6" or as "___ days AWOL."

5. *Character of discharge*—Enter the nature of the employee's discharge from active duty military service in the "Remarks" column. Note that active duty military service which terminated under less than honorable conditions is not creditable for retirement purposes.

6. *Type of retirement*—In any retirement action, it is essential that the employee's eligibility for the type of retirement applied for be verified. The final entry in "Remarks" column should reflect the type of retirement the employee is applying for: Optional; Disability; Law Enforcement (Mandatory); or Involuntary. In addition to age and service requirements, the following types of retirements have special requirements (see appropriate sections of ELM 560).

(a) Disability (ELM 563.23). OPM must determine that employee is totally disabled for position from which he or she is retiring.

(b) Law Enforcement. The retiring employee must be at least 50 years old and have performed at least 20 years of service as a law enforcement officer. OPM must have previously concurred with the USPS determination that the position occupied was a law enforcement position.

(c) Mandatory Retirement. Law enforcement officers (e.g. Postal Inspectors) are the only Postal employees subject to mandatory retirement because of age. Information on mandatory retirement for these employees can be obtained from the Office of the Chief Postal Inspector, Washington, D.C. 20260.

7. *Involuntary Separation* (ELM, 563.22). The retiring employee must be age 50 with 20 years of creditable service, or any age with 25 years of creditable service. There is an annuity reduction if the retiring employee is under age 55. OPM is responsible for determining whether a separation is involuntary for retirement purposes. OPM must therefore be supplied with a detailed summary of the events leading to the separation and copies of relevant documents exchanged with the employee. If any question exists as to whether the separation would be classed as involuntary for retirement purposes, the question should be referred to OPM for an advance opinion, through the Regional Director, Employee and Labor Relations.

Creditable time.—This column is used to indicate the years, months, and days of creditable service for each of the periods of service described by the preceding entries. Each period of service is to be treated separately; however, be sure to give credit in cases where the break in service is only one, two, or three days. Periods of "Lost Time" during military service and excess LWOP shown in the "Remarks" column must be excluded from the service entered. In cases where service was shown as "Intermittent" in the "Remarks" column, only the time actually worked should be entered in the "Creditable Time" column. All the "Creditable Time" entries should be added to yield the employee's total creditable service. No adjustment needs to be made for any period of service shown as "Refunded" in the "Remarks" column. This total should be compared to the service computation date (item A-7) as a check against missing service.

Section C—Applicant's Certification

Employees are not required to sign the form until they actually retire; however, it is recommended that employees be given an opportunity to review the partially completed form well in advance of their retirement. The instructions for section B recommended that the completion of the Service History Schedule be initiated at least one year prior to an employee's earliest eligibility for optional retirement and that the Schedule be completed up to the beginning date of the employee's current appointment. Employees should be given an opportunity to review the Schedule at this time. This will permit advance detection of any incorrect or missing service and will give the employing installation sufficient time to verify any missing or inaccurate service with National Personnel or appropriate Military Records Center. In such instances, it is the employee's responsibility to provide a signed statement which details the dates, position title, location and agency name (including bureau and division) of the additional service claimed. If time permits, it is the agency's responsibility to attempt to verify the service claimed. If no such attempt is made, the employee's statement should be forwarded with OPM Form 1084 when it is transmitted to OPM.

Section D—Detail of Civilian Service Not Subject to a Federal Contributory Retirement System

This section must be completed for each period of civilian service which was noted "FICA" or "none" in "Retirement System" under section B. Detailed earnings information requested is required by OPM to compute employee's annuity at retirement. Specifically, service entered in this section constitutes "deposit" service for which a payment to the retirement fund is required if full credit for service is to be given in annuity computation. See ELM 565.2 and 565.3, for information on deposits and redeposits.

The section is to be completed in one of two ways:

1. The left hand portion of the section is used to detail rate(s) at which basic pay was earned and the length of time each rate was earned. Enter the nature of each action which affects pay, i.e., appointment, promotion, resignation, etc., the effective date of the action, the basic rate at which the salary was earned, and salary basis, i.e., per annum, per hour, etc. If the employment was intermittent, formerly "WAE" (when actually employed) or "CWN" (call when needed) is also to be entered, i.e., "p.h.—WAE", OR

2. The right hand portion of the section requires fewer entries but may only be used if total basic salary for the period(s) of employment is available. If this information is available, the only entries required are appointment and separation (or conversion) dates and total basic salary earned. This method eliminates detailed salary rate change entries required on the left hand side of the section.

Section E—Health Benefits and Life Insurance Certification

This section is to be completed for each retiring employee. The general requirements for continuing health and life insurance coverage into retirement are listed below. Detailed information may be found in ELM 530, Life Insurance, and ELM 520, Health Benefits. Consult the appropriate section of the ELM if you have questions concerning health and life insurance coverage.

1. Life insurance coverage

(a) Regular life insurance coverage—A retiring employee may retain regular life insurance coverage (not accidental death and dismemberment) without cost if ALL the following requirements are met: the employee

(1) Retires with an immediate annuity AND

(2) Does not convert to an individual (private) policy at retirement AND

(3) Has been insured for

(*a*) The 5 years of service immediately preceding retirement; *or*

(*b*) The full period(s) of service during which the regular life insurance was available to the employee, if less than 5 years.

If the retiring employee does not meet all the above requirements, he or she is not eligible for continued life insurance coverage. Check the "No" box, and enter the reason, i.e., "not insured"; "converted to individual policy"; or "insufficient service."

(b) Optional life insurance coverage—A retiring employee may retain optional life insurance coverage (not accidental death and dismemberment) if regular life insurance coverage is continued and if the optional life insurance has been in force for no less than:

(1) The 5 years of service immediately preceding retirement; *or*

(2) The full period(s) of service during which the optional life insur-

ance was available to the employee, if less than 5 years.

If the employee is eligible for regular insurance only, check the "Regular Only" box. Note that in cases where eligibility for optional life insurance does not continue into retirement, the installation is responsible for advising the employee of his or her conversion right. As with regular insurance, this conversion right must be given no later than the employee's date of separation. SF-56, Agency Certification of Insurance Status, is used by USPS to notify employees of their conversion rights. Item 8 reflects the date the employee received his or her copy of the form.

If the employee is eligible for both regular and optional insurance, check the "Regular and Optional" box and enter the date optional insurance coverage began. Be sure to submit the SF-56 and all copies of SF-54s.

2. Health Benefits Enrollment—A retiring employee who meets ALL the following requirements is eligible to continue health benefits into retirement with the same benefits as an employee. ALL requirements must be met. The employee must:

(a) Retire on an immediate annuity (i.e., an annuity which begins to accrue no later than 1 month after the date of final separation).

(b) Have been enrolled (or covered as a family member) in a plan under the health benefits program:

(1) During the 5 years of service immediately preceding retirement, or

(2) Since the first opportunity to enroll, or

(3) Continuously for the full period or periods beginning with the enrollment which became effective no later than December 31, 1964, provided the annuity is sufficient to cover the required employee withholdings. Service means service in which the employee was eligible to be enrolled. The employee is not required to have been an enrollee continuously, but continuously covered by an enrollment.

> *Example:* An enrollee was for a time covered as a family member under enrollment of another, or was for a time covered as a dependent under the Uniformed Services Health Benefits Program. Similarly, an employee who belatedly enrolled within 31 days after the employing office determined the employee was unable to timely enroll for reasons beyond control, may be considered as having been enrolled since the first opportunity.

If the retiring employee does not meet all the above requirements, he or she is not eligible to continue health insurance into retirement. Check the "No" box and give the reason; i.e., "insufficient service" or "insufficient enrollment." If the employee is eligible to continue health insurance, check the "Yes" box and enter his or her enrollment code and carrier control number.

3. Transmittal of Health and Life Insurance Documents to OPM.

(a) Nondisability retirements—In nondisability retirements, the documentation of health and life insurance coverage, SF-2809, SF-2810, SF-56, and SF-54, forms are to be submitted with the employee's Retirement Application, SF-2801, OPM Form 1084, and other required documents.

(b) Disability retirements.—In disability retirements, the Retirement Application, SF-2801, is submitted in advance so that OPM may approve the type of retirement applied for. In such cases, health and life insurance documentation is held until the employee actually separates and the final retirement record, SF-2806, is transmitted to OPM.

Section F—Agency Certification

This section requires that an authorized installation official who is delegated authority to sign for the installation in personnel matters attest to the accuracy of the completed form prior to its submission to OPM. Please be sure to include a phone number with area code so that OPM will have a contact point should one become necessary regarding completion of the form.

Section G—Reminders

This section provides a short list of important, but sometimes overlooked, areas in processing an employee's application for retirement. Particular attention should be paid to counseling employee regarding survivor benefits (see ELM 564) and waiver of military retired pay where such a waiver is required in order to credit military service (see ELM 562.352).

Transmittal to OPM—The completed OPM Form 1084 (certified by an authorized installation official and the retiring employee), is to be sent to the PDC to be transmitted to OPM, Retirement and Insurance Division, Washington, DC 20415, along with Retirement Application, SF 2801, and other required attachments within 5 days of the date of the retiring employee's final pay check. In disability retirements, OPM Form 1084 should be attached to the employee's retirement application, SF 2801, and sent to the PDC to be transmitted to OPM with the Preliminary Retirement Record, SF 2806. Forms documenting health benefits (SF 2809 and 2810) and life insurance status (SF 54 and 56) are held by the installation until the disability retirement is approved by the OPM and final SF-2806 is transmitted.—*Employee Relations Dept., 10-16-80.*

ATTACH RETURN RECEIPTS NEXT TO ADDRESS OF DESTINATION ON NUMBERED INSURED PARCELS

INFORMATION IN SUPPORT OF CIVIL SERVICE RETIREMENT APPLICATION

This form is *not* an Application for Retirement (SF 2801). Employing office must complete both sides of this form and attach it to the employee's SF 2801. For instructions regarding completion of this form see FPM Supplement 831–1.

SECTION A–IDENTIFICATION

1. Name of Applicant *(Last, first, middle initial)* John A. Doe	3. Date of Birth *(Mo., Day, Year)* 11-20-22	6. Social Security Account Number 999-99-9999
2. List All Other Names Used *(Maiden name, AKA, spelling variants)* None	4. Other Birth Dates Used None	7. Service Computation Date 12-2 -47
	5. Military Serial Number 4581679	

SECTION B–VERIFIED SERVICE HISTORY DOCUMENTED IN OFFICIAL PERSONNEL RECORDS

Federal Agency or Military Service Branch	Appointment, Separation, or Conversion Dates for Civilian and Active Honorable Military Service		Name of Retirement System	Remarks and Non-Creditable Time	Creditable Time		
	From	To			Yrs.	Mos.	Days
Active Duty-USA	12-7-41	12-7-46	MIL	Hon Disch 4 dys lost time	4	11	27
War Dept	04-12-47	12-13-48	FICA	Termination	1	8	2
VA	08-1-54	01-29-55	FICA	Separation		5	29
VA	01-30-55	12-20-77	CS	Sep-Trans	22	10	21
USPS	12-21-77	08-31-80	CS	Optional Retirement	2	8	10
				TOTAL CREDITABLE SERVICE	32	3	29

SECTION C–APPLICANT'S CERTIFICATION

☒ The Above Service is Complete. Note: Be sure there is enough service listed above for the type of retirement you are applying for.

☐ I Have Additional Service. *(If additional service is claimed, attach signed statement giving dates, position, title and location of employment, including agency, bureau and division. Claimed service cannot be credited for retirement until it has been verified, including unverified service listed on a SF 144, Statement of Prior Federal Civilian and Military Service, or similar affidavit.)*

Note: If you have performed Federal civilian service subject to social security deductions (FICA) or not subject to retirement deductions, be sure that your agency has correctly completed Section D (reverse).

John A. Doe

Date June 30, 1980

OPM Form 1084 (Rev. 8/79)
Office of Personnel Management
FPM Supplement 831-1

Exhibit 1

SECTION D—DETAIL OF CIVILIAN SERVICE NOT SUBJECT TO CONTRIBUTORY RETIREMENT SYSTEM FOR CIVILIAN FEDERAL EMPLOYEES

THIS INFORMATION IS REQUIRED TO COMPUTE THE PORTION OF ANNUITY BASED ON SUCH SERVICE

Detail below (1) any period of Federal civilian service subject to "FICA" deductions, and (2) any other Federal civilian service not subject to a Federal employee (or D.C. Gov't) retirement system. If total basic salary earned for any such period of service is known, a summary entry may be entered on the righthand side below. Otherwise, show each change affecting basic salary during the period of service.

Nature of Action *(Appt., pro., res., etc.)*	Effective Date *(Mo., Day, Year)*	Basic Salary Rate	Salary Basis *(Per annum, per hour, WAE, etc.)*	Leave Without Pay	If Basic Salary Actually Earned is Available Make Summary Entry Below		
					From *(Mo., Day, Year)*	To *(Mo., Day, Year)*	Total Earned
Temp Appt	04-12-47	$2,394	PA				
Within Gr In	04-12-48	2,469.24	PA				
Pay Adj	07-01-48	2,799.24	PA				
Resig	12-13-48	2,799.24	PA				
Temp Appt	08-01-54				08-1-54	12-31-54	$1,581.25
Conv to Career Cond Appt	01-30-55				01-01-55	01-29-55	305.71

SECTION E—HEALTH BENEFITS AND LIFE INSURANCE CERTIFICATION

Complete this section in all cases. If application is for disability retirement, the questions below should still be answered, but Health and Life Insurance documents should follow with employee's Final SF 2806, Individual Retirement Record.

1. Is Applicant Eligible to Continue Group Life Insurance Coverage During Retirement? *(See Federal Personnel Manual supplement 870–1, Life Insurance, subchapter S6, for detailed instructions.)*

☐ No (reason ______________________)

☐ Yes—Regular Only *(Attach SF 56 and all SF 54's)*

☒ Yes—Regular and Optional *(Attach SF 56)*

Optional Coverage Began 2/13/68

2. Is Applicant Eligible to Continue Federal Employees Health Benefits Enrollment During Retirement? *(See Federal Personnel Manual supplement 890–1, health benefits, subchapter S14, for detailed instructions.)* *Attach all copies of SF 2809's and SF 2810's.*

☐ No (reason ______________________)

☒ Yes *(If "yes," complete below)*

Enrollment Code: 102

Carrier Control Number: 04132951

SECTION F—AGENCY CERTIFICATION

I certify that the information on this form accurately reflects verified information contained in official personnel and/or payroll records in the custody of this agency and that the retiring employee has sufficient service to support title to an immediate annuity.

Signature of Authorized Agency Personnel Official: Mary B. Smith

Official Title: General Manager Hdqtrs Personnel Division

Date: 6/30/80

Agency Name and Address, Including Zip Code, and Telephone Number, Including Area Code:

U.S.Postal Service
475 L'Enfant Pl. W. SW
Washington, D. C. 20260 (202)245- 9999

SECTION G—REMINDERS

- Applicant advised of survivor benefit options. *(See FPM 831-1 Subchapter 13 for instructions regarding married employee who elects annuity without survivor benefits.)*
- Applicant has properly completed and signed SF 2801.
- All names and dates of birth appearing in personnel folder are listed on reverse.
- All service entered is verified. *(Alleged, but unverified, service shown on SF 144 should not be listed.)*
- Total base pay or pay rates are listed above for all Federal civilian service not subject to retirement deductions.
- If military retired pay must be waived to receive **Civil Service** credit for military service in accordance with FPM 831-1, subchapter S3-5f, attach waiver request to this form.
- If a tentative annuity computation has been performed, attach the computation to this form.

OPM Form 1084 Back (Rev 8/79)

Exhibit 1—(Continued)

HEALTH BENEFITS OPEN SEASON

A. Permissible Changes

Health benefits open season will be held from November 10 through December 5, 1980. During the open season, eligible employees not enrolled in a plan under the Federal Employee Health Benefits (FEHB) Program may enroll. Employees such as casuals and substitute rural carriers are not eligible to enroll. (See 521.2, EMPLOYEE & LABOR RELATIONS MANUAL (ELM)). Employees already enrolled may change plans, options, from self only to self and family, or any combination of these changes.

New enrollments (new hires) and changes in enrollment permitted at times other than during an open season may also be made in the usual manner between November 10 and December 5, 1980. However, make sure these new enrollments or enrollment changes are not identified as open season changes. Instead, show the event permitting the change in Part D of Standard Form 2809, *Health Benefits Registration Form.* The *Table of Permissible Changes* on the reverse side of page 2, carrier copy of Standard Form 2809 lists the events which permit enrollment changes. The classification of the event determines the effective date of the enrollment or change in enrollment.

B. New System

The Office of Personnel Management (OPM) has developed new material and a new distribution system for the 1980 open season.

1. Benefits Summaries. Eligible employees will receive newly-developed benefits summaries, instead of brochures, for all available plans. These will provide one-page, general descriptions of the benefits provided by the plans. The summaries will show plan benefits in a manner more easily understood than that of the plan brochures. All plans will be presented in a uniform format so that employees can easily make comparisons of benefits among plans. The summaries of plans open to all employees will be bound in a single booklet along with other information. The benefits summaries for comprehensive plans, which are available only in certain geographic areas, and employee organization plans whose enrollment is limited to special groups of employees, will be distributed as single sheets.

2. Brochures. A sufficient number of brochures will be distributed to employing offices for employees' reference when contemplating open season changes. The personnel office *must* provide employees, who decide to remain in or change their enrollment to a government-wide or comprehensive plan, with a copy of the appropriate 1981 brochure by January 1, 1981.

3. Comparison Charts. OPM has developed comparison charts of all the plans under the FEHB Program. A limited number of these comparison charts will be distributed to employing offices. Employing offices are requested to post these charts in the lobby of the post office, so that they are accessible to postal employees, as well as other government employees. Notice 170, *Postal Summary of Health Benefits Plans* (CY 1981), will be distributed to eligible employees.

4. Open Season Instructions. The pamphlet, BRI 41-117 (Open Season Instructions), which was distributed in the past, will be incorporated into a booklet, BRI 41-331 (1981 Enrollment Information and Plan Summaries), which will include open season instructions, general enrollment and program information, and the benefit summaries for the plans open to all employees.

C. Requisitioning Forms

All installations are to make sure a sufficient supply of the following forms are on hand to take care of increased demand during the upcoming open season:

1. Standard Form 2809, *Health Benefits Registration Form.*
2. Standard Form 2809-A, *The Federal Employees Health Benefits Program.*
3. Standard Form 2810, *Notice of Change in Health Benefits Enrollment.*
4. BRI 41-210, *Information To Consider in Choosing a Health Plan.*

Order forms from area supply centers on Form 7380, *Requisition for Supplies,* during the installation's regular requisitioning period.

D. Automatic Distribution of Health Benefits Material

The supply centers expect to receive revised editions of the health benefits brochures, benefits summaries, and comparison charts by the end of October 1980. When received, they will promptly make an automatic distribution of the following health benefits materials to all installations:

1. BRI 41-331, 1981 Enrollment Information and Benefits Summaries.
2. BRI 41-212(2)(P.S.), 1981 Postal Employee Biweekly Health Benefits Rates.
3. 1981 brochures for the government-wide and employee-organization plans.
4. Notice 170, Postal Summary of Health Benefits Plans (CY 1981).
5. Comparison Charts.

The automatic distribution is expected to be completed to all installations in sufficient time for the open season. In the meantime, do not submit requisitions for the revised publications to the supply centers or the Office of Personnel Management (OPM).

E. Comprehensive Medical Plan Brochures and Benefits Summaries

Each postal installation located in an area served by a comprehensive plan must request a sufficient supply of the plan's brochures and benefits summaries directly from that plan. On pp. 13-15 is an updated list of comprehensive medical plans (alphabetically by state) with the name, address, and phone number of the person to contact for brochures. *Retain this list for future use.*

F. Distribution of Material to Employees

1. To All Eligible Employees. Installation heads **must** give each eligible employee the following open season material as soon as it is received from the supply centers. (Compresensive medical plan brochures and benefits summaries, see item E above, must be requested directly from the plan):

a. BRI 41-331, *1981 Enrollment Information and Benefits Summaries.*

b. BRI 41-212(2)(P.S.), *1981 Postal Employee Biweekly Health Benefits Rates.*

c. 1981 benefits summaries of the comprehensive plan, if any, serving the particular geographic area in which the employee lives.

d. Employees, who decide to remain in or change to a government-wide or comprehensive plan, *must* be given a 1981 brochure of the plan in which enrolled by January 1, 1981. Employees enrolled in employees-organization plans will receive their 1981 brochures directly from the organization.

2. To Employees Upon Request

a. Brochures must be available during open season for inspection by employees who are considering enrolling in or changing enrollment to another plan. Since the quantity of brochures distributed will be limited, employing offices should maintain close control over the brochures given to employees for their reference in choosing a plan. Employees should be instructed to return the brochure after their review is completed.

b. Standard Forms 2809 and 2809-A.

(1) SF 2809, *Health Benefits Registration Form,* should be given to an eligible employee who asks for it to enroll or change enrollment.

(2) SF 2809-A, *The Federal Employees Health Benefits Program,* provides information about the program and should be given to employees who request it.

c. BRI 41-210, *Information to Consider in Choosing a Health Plan,* contains information to assist an employee in selecting a health plan. It should be available to employees upon request.

G. Open Season Procedures

1. Timely Registration. An open season enrollment or change in enrollment (SF 2809, Health Benefits Registration Form) must be received in the employing installation no later than December 5, 1980.

2. Late Registration. Installation heads have authority to accept and process a late registration if they determine, under ELM 523.2, that the employee was unable to enroll or change enrollment in time, for cause beyond control. Failure to receive the open season material during the open season is cause beyond control if the employee applies to change registration within a reasonable time after the material becomes available.

Belated open season changes accepted by installation heads should be so identified under *Remarks* on SF 2809 and properly documented in a memorandum attached to the official personnel folder copy of the SF 2809.

3. Effective Date of Open Season Changes

a. A new open season enrollment (from *not enrolled* to *enrolled*) is effective January 10, 1981, if the employee was in a pay status in any part of the preceding pay period. If the employee was not in a pay status during the pay period before January 10, 1981, the enrollment becomes effective on the first day of the first pay period which follows one in which he or she was in a pay status. The enrollment of a new or newly eligible employee (such as a substitute rural carrier who is appointed as a regular rural carrier) who happens to register during the open season is effective the same as for all new employees.

b. An open season change in enrollment is effective January 10, 1981, regardless of whether or not the employee was in pay status during the preceding pay period.

c. An open season change belatedly filed and accepted is effective on the first day of the first pay period which begins after January 1, 1981, and after the SF 2809 is received in the employing postal installation. The requirement of having been in pay status during the preceding pay period also applies to belatedly filed changes from *not enrolled* to *enrolled.*

4. Separating Employees

a. If it is known that an employee will transfer, retire, or separate before the effective date of the open season change, do not process the open season SF 2809. Rather, the installation head (or designee) should write his/her initials and the date the SF 2809 was received in part F of the form to show that it was filed in time.

(1) In retirement cases, attach the unprocessed SF 2809 to other health benefits documents and process in the usual manner. (See item H.)

(2) In transfer cases, return the form to the employee and instruct the employee to give it to the new agency promptly when entered on duty there.

(3) In both retirement and transfer cases, the losing and gaining installations must prepare transfer-out and transfer-in SF 2810's as usual, transferring the old enrollment in effect at the time of the employee's transfer or retirement.

b. If an open season change has been processed but the employee unexpectedly transfers or retires before the effective date of that change, the losing installation should—

(1) Void all open season forms and transfer the existing enrollment (if any) to the gaining office.

(2) Tell the employee that the open season change has been voided, and, if possible, have the employee complete a new SF 2809 and handle it as stated in paragraph 4a above.

(3) If it is impossible to take this action quickly, notify the gaining office that the employee's open season change which was filed in time, has been voided, and that a new open season SF 2809 must be accepted by the gaining agency.

c. If an open season change has been processed, but the employee separates (including separation because of death) before the effective date of the change:

(1) Note in *Remarks,* if the change in plans and the enrollment must be terminated, on all copies of the SF 2810 terminating the enrollment, "Separated (or died)—Open Season SF 2809 void." In the case of separation by death where the family enrollment must be transferred to the retirement system because of a survivor entitled to annuity, void the open season SF 2809 and transfer the old enrollment in effect at the time of the employee's death.

(2) Void the open season SF 2809 if the change involved a change in plans. If the enrollment must be terminated, prepare SF 2810 terminating the old enrollment, and note in *Remarks* on all copies of the SF 2810 terminating the enrollment, "Termination supersedes 'Change in Plan' SF 2810 (give date)." If the family enrollment is transferred to the retirement system because of survivors entitled to annuity, note in *Remarks* on all copies of the SF 2810 transferring the enrollment, "Transfer supersedes 'Change in Plan' SF 2810 (give date)." Also, on the carrier's copy of termination or transfer SF 2810, give the SF 2811 report number by which the "Change in Plan" SF 2810 was sent.

5. Processing Open Season Forms. Employees who wish to make an open season change should do so as soon as they have the informational literature. Installations should quickly and accurately process open season changes on a daily basis to appropriate postal data centers so the data centers may send the changes to the insurance carriers. The carriers can then issue identification cards and verify their liability to doctors and hospitals.

Open season SFs 2809 generally should be processed the same as registrations handled at other times. However, observance of the following will eliminate many of the mistakes that usually take place during the open season.

a. Show 1 (one) as the number of the event permitting the open season change in Part D of SF 2809. Enter Nov./Dec. 80 as the date of event which permits change.

b. If there is a change from one plan or option to another, show the old enrollment code number in the appropriate section of Part D.

c. If the employee changes options or from self only to family, but remains within the same plan, the employing office should *strike through* the carrier's control number preprinted in the upper-right corner of SF 2809 and insert, in the space below that number, the old carrier's control number. This number may be obtained from the most recent health benefits form in the employee's official personnel folder. No. SF 2810, *Notice of Change in Health Benefits Enrollment,* should be prepared in these cases.

d. If the employee changes to a different plan during the open season, he/she acquires a new carrier's control number. The perprinted number in the upper-right corner of the newly submitted SF 2809 becomes the new carrier's control number, and the old number should *not* be inserted in the space below the preprinted carrier's control number. *In such cases, SF 2810 must be prepared by the employing office to notify the losing carrier that the employee has changed to another plan.* In completing the SF 2810, the *old* carrier's control number must be used. Also, give the effective date of the action (Part A, Item 8) as the day before the one on which the new enrollment becomes effective, and check Part C on the SF 2810. *Do not send the original of this SF 2810 to the employee.*

H. Continuing Health Benefits Into Retirement

The OPM continues to receive complaints from employees and new retirees who claim they were unaware of the requirements necessary to continue health benefits upon retirement. The Federal Employees Health Benefits law allows an employee to continue health benefits into retirement if the employee has been enrolled (or covered as a family member) in the health benefits program for the 5 years immediately preceding retirement, or if less than 5 years, enrolled from the date of first opportunity. Military health coverage (Champus) is creditable toward the five year requirement.

These requirements are contained in the pamphlet Standard Form 2809-A, *The Federal Employees Health Benefits Program,* which should be given to all new employees and any other employee who requests one. In addition, postmasters should place the following notice in a conspicuous place:

Any employee who is contemplating retirement should request a copy of pamphlet Standard Form 2809-A, *The Federal Employees Health Benefits Program* from the postmaster or personnel office.

Employees who process health benefits enrollments should do everything within their means to assure that employees are made aware of these requirements, particularly when they elect not to enroll or cancel their enrollments.

I. Dual Enrollment

The OPM continues to receive reports of illegal dual enrollments under the Federal Program. Dual enrollments occur when a Federal employee is covered under self-enrollment *and* under the enrollment of a family member who is also a Federal employee.

The note between Parts A and B on SF 2809 concerning dual enrollment should be called to the attention of all new enrollees and to those changing enrollments. Employing offices should periodically place notices on bulletin boards or in appropriate publications, reminding employees that they cannot be covered by two enrollments under the Federal Program. It must be stressed that dual coverage is illegal.

J. Advice to Employees

1. Postal installations are responsible for giving information to employees who ask for help on health benefits matters. Advice should be limited to answering questions about the health benefits program and the application of health benefits law and regulations to particular circumstances. The employee should be told to contact the local office or representative of the health plan on technical questions relative to benefits or conversion (individual) contacts.

2. If an employee submits SF 2809 to cancel an enrollment, the installation should contact the individual to make sure that he/she is sure of this decision. The opportunity to enroll again and the requirements for continuing an enrollment after retirement should be pointed out to the employees before the cancellation is processed. Employees who are contemplating retirement should be aware that annuitants can cancel their enrollment in the FEHB Program at any time, just as an employee can. However, unlike employees, an annuitant's enrollment *cannot* be reinstated, and that individual *cannot* later enroll in another plan in the FEHB Program, even during a later open season.

3. An employee who does not want to change plans or enrollment does not have to take any action during the open season and the current enrollment will continue. If the employee is enrolled and does not change enrollment, any rate changes made by the plan automatically apply, effective January 10, 1981 for postal employees.

K. Publicity

1. Installation heads are urged to give the open season wide publicity so all eligible employees will be aware of their health benefits rights during this period.

2. It is the Postal Service's policy to permit representatives of the Federal Employees Health Benefits carriers to use postal facilities to address employees, but only on the employees' *off-the-clock* time.

L. New Health Benefits Rates

A table showing biweekly employee withholdings and U.S. Postal Service contributions for 1981, is printed on pages 16-19 of this Bulletin. The last column, *annuitant pays,* indicates the share of the enrollment cost deducted from a retired employee's monthly annuity check.

Changes in Headquarters and field employees' biweekly withholding for health benefits effective January 10, 1981, will be reflected in pay checks dated January 29 and 30, respectively.

M. Blue Cross and Blue Shield Comprehensive Medical Plans Network

The Blue Cross and Blue Shield Comprehensive Network is a network carrier consisting of plans located in various areas of the country.

1. Participating Plans. A listing of the plans participating in the Network for 1981, and a general description of the service area of each plan, arranged alphabetically by state, is printed on pages 19–20 of this BULLETIN.

Employees who are eligible to enroll in one of the Network plans which will be participating in 1981, must receive a benefits summary page supplement for the Network. Also, brochures for the Network should be available for employee reference during the open season, and for distribution to enrollees after open season. For ordering information on brochures and benefits summaries for the Network, contact Ms. Judith White, Special Assistant, Blue Cross and Blue Shield Associations, 676 St. Clair, 10th Floor, Chicago, Illinois 60611, (312) 440–5528.

2. Termination of Health Maintenance of Oregon. For the 1981 contract year, Health Maintenance of Oregon will cease participation in the Network. The enrollment of any person enrolled in the plan will terminate on January 9, 1981. If the person does not elect to change his or her coverage, the enrollment will terminate and he or she will not have a temporary extension of coverage or conversion privilege.

To continue coverage under the FEHB Program, any person enrolled in Health Maintenance of Oregon must change enrollment to (1) another FEHB plan available in the area, or (2) Capitol Health Care, the other participating Network plan available in Oregon, provided the person lives within the service area of Capitol Health Care.

If the person elects to change enrollment to another FEHB plan, SF 2809 should be completed showing an open season change in plan.

If the person elects the change to Capitol Health Care, a SF 2809 should also be completed showing an open season change in plan. However, Part B of the form should be completed as indicated in the *How To Complete Your Registration Form* section of the brochure. Also, *Change due to termination of Health Maintenance of Oregon from participation in the BC/BS CMPN* should be noted in the *Remarks* section of the form, and the agency official who processes the action should make certain that the person resides within the service area of Capitol Health Care, which includes Salem, Oregon, and surrounding counties of Benton, Linn, Marion, and Polk.

N. Postal Supervisors Health Benefit Plan Now Open to All Employees

On August 22, 1980, membership of the National Association of Postal Supervisors approved a proposal which allows employees not eligible for full membership in the organization to join as associate members for the purpose of enrolling in the Postal Supervisors Health Benefits Plan, the participating FEHB plan sponsored by the organization. Because of the late date for approval of the proposal, the benefits summary for the plan will not be included in the booklet containing the benefits summaries for other plans. However, the single benefits summary sheet for this plan should receive the same distribution as the booklet.

Comprehensive Plans Presently Participating (Aphabetically by States)

	Brochure No.	Enrollment Code No.	Request for Brochures
Arizona			
Arizona Health Plan.	BRI 41-234	721 722	Ms. Hatti Blanco, Arizona Health Plan, 4031 North Seventh St., Phoenix, AZ 85014 (602) 271-5131.
INA Health Plan of Arizona.	BRI 41-233	161 162	Joan White, INA Health Plan of Arizona, 4747 North 22nd St., Phoenix AZ 85016 (602) 957-0280 ext. 309.
PimaCare, Inc.	BRI 41-240	231 232	Sandra Bravo, PimaCare, Inc., 2055 E. Adams, Tucson, AZ 85716 (602) 795-3424.
California			
INA of California	BRI 41-285	BW1 BW2	Ms. Bunny Klien, Commerical Marketing, INA Health Plan of California, 1880 Century Park East, Suite 1500, Los Angeles, CA 90067 (213) 553-6677 ext. 391.
Family Health Program—California.	BRI 41-187	661 662	Ms. Ledlie Allen, Enrollment Coordinator, Family Health Program—California, 2925 Palo Verde Ave., Long Beach, CA 90815 (213) 429-3473 ext. 580.
Foundation Health Plan.	BRI 41-326	C61 C62	Mr. Gary Arendt, Marketing Director, Foundation Health Plan, 600 University Ave., Sacramento, CA 95825 (916) 929-1400.
General Medical Centers Health Plan.	BRI 41-270	C71 C72	Carol Gautreau, General Medical Centers Health Plan, 2121 Towne Centre Pl., Anaheim, CA 92806 (714) 937-0100.
Kaiser/Northern California.	BRI 41-01	591 592	Mrs. Susan L. Merritt, Kaiser/Northern California, P.O. Box 12916, Oakland, CA 94604 (415) 428-5000.
Kaiser/Southern California.	BRI 41-29	621 622	Mr. Donald L. Sherwood, Kaiser/Southern California, 4747 Sunset Blvd., Los Angeles, CA 90027 (213) 667-6884.
Los Padres Group Health.	BRI 41-313	CJ1 CJ2	Dean Maxwell, Marketing Representative, Los Padres Group Health, 1171 Toro St., San Luis Obispo, CA 93406 (805) 544-2574.
Maxicare	BRI 41-292	CM1 CM2	David Hollis, Vice President/Marketing, Maxicare, 11660 Hawthorne Blvd., Hawthorne, CA 90250 (213) 973-1481.
Rockridge Health Care Plan.	BRI 41-290	CP1 CP2	Rockridge Health Plan, Attn: Ms. Debra Short, 4341 Piedmont Ave., 2nd Floor, Oakland, CA 94611 (415) 655-9337.
Ross-Loos Medical Group, Inc.	BRI 41-54	611 612	Mr. Kerry Goree, Account Representative, Ross-Loos Medical Group, Inc., 711 West Temple St., Los Angeles, CA 90026 (213) 413-1313.
Colorado			
Comprecare, Inc.	BRI 41-269	D61 D62	Margorie A. Jensen, Comprecare, Inc., 2250 South Oneida St., Suite 200, Denver, CO., 80224 (303) 759-5275.
Kaiser Foundation Health Plan of Colorado.	BRI 41-188	651 652	R. Michael Alexander, Group Enrollment Coordinator, Kaiser Foundation Health Plan of Colorado, 2005 Franklin St., Denver, CO. 80205 (303) 861-3267
Rocky Mountain HMO.	BRI 41-232	881 882	Robert Dubas, Marketing Director, Rocky Mountain HMO, 2231 North 7th St., Grand Junction, CO 81501 (303) 243-7050.
Connecticut			
Community Health Care Center Plan.	BRI 41-211	711 712	Cindy Mauzaka, Community Care Center Plan, 150 Sargent Dr., New Haven, CT. 06511 (203) 787-3141.
Connecticut Health Plan.	BRI 41-325	DR1 DR2	Mary Reilly, Marketing, Connecticut Health Plan, 4000 Park Ave., Bridgeport, CT. 06604 (203) 371-0171.
District of Columbia			
George Washington University Health Plan.	BRI 41-266	E51 E52	Brian P. Moore, Marketing Director, George Washington University Health Plan, 1229 25th St., NW., Washington, DC 20037 (202) 676-4221.
Kaiser-Georgetown Community Health Plan, Inc.	BRI 41-267	E31 E32	Jane Galvin, Director of Marketing & Subscriber Services, Georgetown University Health Plan, 4200 Wisconsin Avenue, N.W., Suite 300, Washington, DC 20016 (202) 625-2700.

Comprehensive Plans Presently Participating (Aphabetically by States)—Continued

	Brochure No.	Enrollment Code No.	Request for Brochures
District of Columbia—Continued			
Group Health Association.	BRI 41-41	501 502 504 505	Ms. Pat Bell, Marketing Department, Group Health Assoc., 2121 Pennsylvania Ave., N.W. Washington, DC 20037 (202) 872-7520
Florida			
American Health Plan.	BRI 41-323	EK1 EK2	Daniel E. Tillotson, Vice President/Director of Marketing, American Health Plan, Inc., 560 Northwest 165th St., Suite Suite 105, Miami, FL 33169 (305) 944-4433.
Hawaii			
Hawaii Medical Service Association (HMSA).	BRI 41-44	871 872	Mr. William Cooper, Vice President, Field Service & Enrollment, Hawaii Medical Service Association, 1504 Kapiolani Blvd. P.O. Box 860, Honolulu, HI 96808 (808) 944-2254.
HMSA's Community Health Program.	BRI 41-292	F61 F62	Mr. William Cooper, Vice President. Field Service and Enrollment, HMSA's Community Health Program 1504 Eapiolani Blvd., P.O. Box 860, Honolulu, HI 96808 (808) 944-2254.
Kaiser/Hawaii	BRI 41-34	631 632	Kaiser Foundation Health Plan of Hawaii, 1697 Ala Moana Blvd., Hoiolulu, HI 96813, Attn: Ed-Attn: Edward Kobayashi (808) 521-0803.
Idaho			
Medical Service Bureau of Idaho.	BRI 41-4;	811 812	Medical Service Bureau of Idaho, P.O. Box 1106, Lewiston, ID 83501 (208) 746-2671.
Illinois			
ANCHOR Organization for Health Maintenance.	BRI 41-234	171 172	Mr. Mark Crantz, Marketing Director, Anchor Organization for Health Maintenance, 1200 Harger Rd., Oak Brook, IL 60521 (312) 920-6728.
Health Assurance Plan.	BRI 41-301	FT1 FT2	Mr. Derrick Harris, Health Assurance Plan, 233 N. Michigan Ave., 10th Floor, Chicago, IL 60601 (312) 661-8062.
Intergroup	BRI 41-282	FV1 FV2	Ema Neely, Intergroup 298, CNA Plaza, 333 S. Wabash, Chicago, IL 60685 (312) 822-7067.
Michael Reese Health Plan.	BRI 41-226	751 752	Mary Sotir, Michael Reese Health Plan, 1400 E. Touhy Avenue, Des Plaines, IL 60018 (312) 297-8100.
North Communities Health Plan (Northcare).	BRI 41-265	G41 G42	Helen Moag, Northcare, 2050 Pfingsten Rd., Glenview, IL 60025 (312) 998-4132.
Union Health Service, Inc.	BRI 41-227	761 762	Ms. Barbara Termion, Union Health Service, Inc., 1634 West Polk St., Chicago, IL 60612 (312) 829-4224.
Indiana			
Metro-Health Plan	BRI 41-263	GK1 GK2	Marketing Department of Metro-Health Plan, 3000 Meadows Parkway, Suite 100, Indianapolis, IN 46205 (317) 545-6661.
Kentucky			
Health Care of Louisville.	BRI 41-244	181 182	Attn: Carol Goodwin Health Care of Louisville, Inc., 4545 Bishop Lane, Louisville, KY 40218 (502) 459-9700.
Hunter Health Plan, Inc.	BRI 41-230	191 192	Ms. Karen Bringardner, Hunter Health Plan, Inc., 271 West Short St., Suite 600, Lexington, KY 40507 (606) 253-1661.
Maryland			
Columbia Medical Plan.	BRI 41-189	671 672	Mr. Jeffre Hembree, Marketing Director, Columbia Medical Plan, 5289 Banneker Rd., Columbia, MD 21044 (301) 997-8500.
HealthPlus, Inc	BRI 41-318	JN1 JN2	Timothy H. Eikamp, HealthPlus, Inc., Suite 400, 6611 Kenilworth Ave., Riverdale, MD 20840 (301) 277-6520.
Massachusetts			
Harvard Community Health Plan.	BRI 41-196	681 682	Pat Roback, Member Communication, Harvard Community Health Plan, One Fenway Plaza, Boston, MA 02215 (617) 421-6834.
Michigan			
Group Health Plan of Southeast Michigan.	BRI 41-320	K61 K62	James A. Fairchild, Group Health Plan of Southeast Michigan, Two Northfield Plaza, 5700 Crooks Rd., Troy, MI 48098 (313) 879-5600.
Health Alliance Plan.	BRI 41-113	521 522	Ms. Andrea Stallworth, Account Executive, Health Alliance Plan, 2850 W. Grand Blvd., Detroit, MI 48202 (313) 876-3415.
Michigan HMO Plan, Inc.	BRI 41-303	KA1 KA2	Sandra Crowell, Marketing Service Rep., Michigan HMO Plan, Inc., 2200 Edison Plaza, 660 Plaza Dr., Detroit, MI 48226 (313) 961-1610 ext. 232.
Minnesota			
Group Health Plan, Inc.—Minnesota.	BRI 41-43	531 532	Mr. James Erlandson, Director of Enrollment, St. Paul Area, Group Health Plan, Inc.—Minnesota, 2500 Como Ave., St. Paul, MN 55108 (612) 641-3100.
SHARE Health Plan.	BRI 41-235	111 112	Susan Charles, Marketing Services, SHARE Health Plan, 7920 Cedar Ave., South, Bloomington, MN 55420 (612) 854-2377.
Missouri			
Medical Care Group of St. Louis.	BRI 41-239	121 122	Mr. James Bennette, Marketing Director, Medical Care Group of St. Louis, 4255 West Pine St., St. Louis, MO 63110 (314) 534-5700.
Prime Health	BRI 41-274	MS1 MS2	Michael B. Wood, Prime Health, 6801 E. 117th St., Kansas City, MO 64134 (816) 765-6200.
New Jersey			
Crossroads Health Plan.	BRI 41-319	P61 P62	Ernest Monfiletto, Jr., Crossroads Health Plan, 141 South Harrison St., East Orange, NJ 07018 (201) 676-1117.
Health Care Plan of New Jersey, Inc.	BRI 41-315	P81 P82	Mrs. Joan Marshall, Health Care Plan North New Jersey, 1101 Kings Highway North, Suite 405 Cherry Hill, NJ 08034 (609) 234-1066.
Rutgers Community Health Plan.	BRI 41-280	PA1 PA2	Patricia Tyre, Rutgers Community Health Plan, 1075 Easton Ave., Somerset, NJ 08873 (201) 249-5700.
Southshore Health Plan.	BRI 41-324	PB1 PB2	Mr. Paige F. Hess, Marketing Representative, Southshore Health Plan, 2327 New Rd., Northfield, NJ 08225 (609) 641-6200.
New Mexico			
MasterCare	BRI 41-237	781 782	Linda Murphy, Admin. Services Coordinator, New Mexico Health Care Corporation, 2350 Alamo SE., Albuquerque, NM 87106 (505) 247-0361.
New York			
Blue Cross & Blue Shield of Greater New York HMO.	BRI 41-240	151 152	Blue Cross/Blue Shield of Greater New York, 475 Park Ave., New York, NY 10016 (212) 481-2880.
Capital Area Community Health Plan.	BRI 41-273	PW1 PW2	Ms. Donna Reynolds, Community Health Plan, 1201 Troy Schenectady Rd., Latham, NY 12110 (518) 3110.
Community Health Plan of Suffolk.	BRI 41-311	Q01 Q02	Mr. Harvey H. Schaffler, Director of Marketing, Community Health Plan of Suffolk, 3001 Express Dr., North Hauppage, NY 11787 (516) 582-9800.
Genesee Valley Group Health Association.	BRI 41-246	211 212	Ms. Lynn Hanrahan, Marketing Manager, Genesee Valley Group Health Assoc., 41 Chestnut St., Rochester, NY 14647 (716) 263-3426.
Group Health Incorporated.	BRI 41-40	801 802	Ms. Norma Fletcher, Manager, Federal Unit, 326 West 42nd St., 29th Floor, New York, NY 10036 (212) 760-6745.
Health Care Plan of Buffalo.	BRI 41-322	Q81 Q82	Stanley J. Duda, Director of Marketing, Health Care Plan of Buffalo, 664 Ellicott Square Bldg., Buffalo, NY 14203 (716) 847-1480.
Health Insurance Plan of Greater New York.	BRI 41-27	511 512	Mr. Joseph Salerno, Assoc. Direct. Enrollment, Health Insurance Plan of Greater New York, 625 Madison Ave., New York, NY 10022 (212) 754-1144.
Manhattan Health Plan.	BRI 41-314	QC1 QC2	Ms. Carol Grossman, Manhattan Health Plan, 425 East 61st St., New York, NY 10021 (212) 355-7711.
Westchester Community Health Plan.	BRI 41-276	QH1 QH2	Ms. Mary Pike, Westchester Community Plan, 145 Westchester Ave., White Plains, NY 10601 (914) 682-0700.
Ohio			
Group Health Plan of Northeast Ohio.	BRI 41-317	R61 R62	Diane E. Ryba, Administrative Supervisor, Marketing & Member Services, Group Health Plan of Northeast Ohio, 3101 Euclid Ave., Cleveland, OH 44115 (216) 432-2300.
Health Maintenance Plan/Cincinnati.	BRI 41-236	141 142	Mr. Brian Regan, 351 William Howard Taft Rd., Cincinnati, OH 45206 (513) 872-8131.

Comprehensive Plans Presently Participating (Aphabetically by States)—Continued

	Brochure No.	Enrollment Code No.	Request for Brochures
Kaiser/Ohio	BRI 41-175	641 642	Gloria M. Dial, Coordinator, Enrollment Services, Kaiser Foundation Health Plan, P.O. Box 5508, Cleveland, OH 44101 (216) 621-5600 ext. 297.
Marion Health Foundation, Inc.	BRI 41-277	RF1 RF2	Mr. W. G. Lambert, Sales Manager, Marion Health Foundation, 125 Executive Dr., Marion, OH 43302 (614) 387-6355.
Oregon			
Kaiser/Oregon	BRI 41-33	571 572	Kaiser Foundation Health Plan, Attn: Cherie Elder, 1500 S.W. First Ave., Portland, OR 97201 (503) 224-3400.
National Hospital Association.	BRI 41-53	841 842	Mrs. Karen Newell, National Hospital Assoc., 812 S.W. Washington St., Portland, OR 97205 (503) 222-0396.
Portland Metro Health Plan.	BRI 41-278	SA1 SA2	Attn: Marketing and Member Services, Portland Metro Health Plan, 8840 S.W. Canyon Rd., Portland, OR 97225 (503) 297-5561.
Pennsylvania			
Central Medical Health Plan.	BRI 41-255	241 242	Mr. Chris Stromee, Marketing Director, Central Medical Health Plan, 1200 Centre Ave., Pittsburgh, PA 15219 (412) 562-3052.
Health Maintenance Organization of Pennsylvania.	BRI 41-272	SU1 SU2	Ms. Joan A. Bender, Asst. Vice President Operations, Health Maintenance Organization of PA, 2500 Maryland Rd., Willow Grove, PA 19090 (215) 659-7300.
Health Service Plan of Pennsylvania.	BRI 41-254	491 492	Harold R. Thalheimer, Director of Marketing, Health Service Plan of Pennsylvania, 1401 Arch St., Philadelphia, PA 19102 (215) 988-1666.
Penn Group Health Plan.	BRI 41-252	261 262	Debra Brumfield, Marketing Assistant, Penn Group Health Plan, 5 Gateway Center, Pittsburgh, PA 15222 (412) 391-4980.
Philadelphia Health Plan.	BRI 41-253	271 272	Herb Dell, Marketing Director, Philadelphia Health Plan, 1015 Chestnut St., Philadelphia, PA 19107 (215) 574-8111.
The Health Plan Greater Delaware Valley.	BRI 41-316	SN1 SN2	Thomas D. Frank, Marketing Manager, The Health Plan, 2 Radnor Corporate Center, Suite 115, 100 Matsonford Rd., Radnor, PA 19087 (215) 687-0206.
Rhode Island			
Rhode Island, Group Health Association.	BRI 41-209	701 702	Attn: Edward Phillips, Marketing Department, RIGHA, 530 North Main St., Providence, RI 02904 (401) 331-3000.
Texas			
CompCare by Southwest.	BRI 41-321	UR1 UR2	Mr. James Scoggins, President, CompCare by Southwest Medical, 6061 N.W. Expressway, Suite 470, San Antonio, TX 78201 (512) 732-8271.
Group Health of El Paso.	BRI 41-291	UJ1 UJ2	Tom L. Watrous, Vice President, Director of Marketing, Group Health of El Paso, 10901 Gateway West, El Paso, TX 79925 (915) 593-4900.
Kaiser/Prudential Health Plan.	BRI 41-313	UK1 UK2	James W. Brittain, Kaiser/Prudential, 7777 Forest Lane, Suite 2444, Dallas, TX 75230 (214) 386-8408.
PruCare	BRI 41-308	UP1 UP2	Paul B. Jarboe, Associate Marketing Manager, PruCare, 6900 West Loop South, Bellaire, TX 77401 (713) 663-5108.
Utah			
Family Health Program—Utah.	BRI 41-187	661 662	Glen Miller, Regional Sales Manager, Family Health Program-Utah, 323 South 6th East, Salt Lake City, UT 84102 (801) 355-1234.
Washington			
Group Health Cooperative of Puget Sound.	BRI 41-52	541 452	Ms. Jane Hansen, Contact Administrator, Health Plan Services, Group Health Cooperative of Puget Sound, 223 Taylor Ave. N. Seattle, WA 98109 (206) 326-7140.
Kitsap Physicians Service.	BRI 41-271	VT1 VT2	Thomas C. Pursley, Corporate Physicians Manager, c/o Kitsap Physicians, 400 Warren Ave., Bremerton, WA 98310 (206) 478-6798.
Washington Physicians Service.	BRI 41-36	831 832	Susan Friedlund, Accounts Manager, Washington Physicians Service, 2401 Fourth Ave., Sixth Floor, Seattle, WA 98121 (206) 583-8381.
Wisconsin			
Compcare Health Plan.	BRI 41-204	691 692	Mr. Arnold Wright, Blue Cross Blue Shield, United of Wisconsin, 401 West Michigan St., Milwaukee, WI 53201 (414) 226-5404.
Group Health Cooperative of South Central Wisconsin.	BRI 41-296	WJ1 WJ2	Richard Ibis, Marketing Department, Group Health Cooperative of South Central Wisconsin, One South Park St., Madison, WI 53715 (608) 251-4156.
Guam			
Family Health Program—Guam.	BRI 41-187	661 662	Mr. Tim Brady, Regional Director Family Health Program—Guam P.O. Box 6690 C, Tamuing, GU 96911 646-1894.
Health Maintenance Life Insurance Co.—Guam.	BRI 41-247	281 282	Health Maintenance Life Insurance Co., 3rd Floor, ITC Building, Marine Dr., Tamuing, GU 96910 646-7826 ext. 8.
Puerto Rico			
SSS Plan, Puerto Rico.	BRI 41-114	891 892	Mr. Eusebio Melendez, c/o SSS Plan, 5 Luis Gonzales St., Second Floor, Hato Rey, PR 00936 (809) 754-2213.

NEW COMPREHENSIVE PLANS

(Alphabetically by State)

Name of Plan and Service Areas	*Enrollment Code*	*Request for Brochures*
California		
Group Health Service Plan, HEALTHCARE (Sacramento)	C91	Donald DeCamilla, Marketing Director, Group Health Service Plan, HEALTHCARE, 930 Alhambra Blvd., Sacramento, CA 95816 (916) 444-9160
Sacramento County and portions of Placer, El Dorado, and Yolo Counties.	C92	
Colorado		
Peak Health Plan (Colorado Springs)	DD1	Lawrence F. Silver, Vice President/Marketing, Peak Health Plan, The Van Dyke Bldg., 110 South Weber, Suite 101, Colorado Springs, CO 80903 (303) 635-1577
El Paso County and Woodland Park and its contiguous suburbs.	DD2	
Connecticut		
Southern Connecticut Community Health Plan (Stamford)	DS1	Mr. Lynn Briggs, Marketing Director, Southern Connecticut Community Health Plan, 1010 Summer St., Stamford, CT 06905 (203) 356-8800
Stamford and surrounding communities in southwestern Connecticut.	DS2	
Florida		
South Florida Group Health, Inc. (Miami)	ES1	Daniel McGrew, Marketing Director, South Florida Group Health, Inc., 8001 N.W. 36th St., Suite 103, Miami, FL 33166
Dade County	ES2	

NEW COMPREHENSIVE PLANS—Continued

(Alphabetically by State)

Name of Plan and Service Areas	*Enrollment Code*	*Request for Brochures*
Massachusetts		
Valley Health Plan (Amherst)	K11	Kathy Lewis, Service Representative, Marketing Dept., Valley Health Plan, 441 West St., Amherst, MA 01002 (413) 256-0151
Amherst, Northampton and surrounding towns	K12	
Michigan		
Comprehensive Health Services of Detroit, Inc. (Detroit)	K31	Wayne Bradley, Comprehensive Health Services of Detroit, Inc., 6500 John C. Lodge, Detroit, MI 48202 (313) 875-4200
The city of Detroit and parts of Oakland and Wayne Counties	K32	
Group Health Service of Michigan, Inc. (Saginaw)	K51	Donald Roseberry, Marketing Director, Group Health Service of Michigan, Inc., 3150 Enterprise Dr., Saginaw, MI 48703 (517) 790-1901
Saginaw County	K52	
Health Central (Lansing)	K71	Hugh F. Hufnagel, Marketing Director, Health Central, 2316 South Cedar St., Lansing, MI 48910 (517) 374-3878
Portions of Clinton, Eaton, Ingham, Ionia, and Shiawassee Counties.	K72	
New Jersey		
CoMED Inc. (Cedar Knolls)	P41	Annette P. Radick, Asst. Marketing Manager, CoMED Inc., Cedar Knoll Plaza 1, 14 Ridgedale Ave., Cedar Knolls, NJ 07927 (201) 538-5851
Morris County, and portions of Passaic, Somerset, Sussex and Warren Counties.	P42	
Health Insurance Plan of Greater New Jersey, Inc. (West New York).	P91	Ms. Barbara Kenny, Acting Marketing Director, HIP of Greater New Jersey, Inc., 5301 Broadway, West New York, NJ 07093 (201) 348-6400
Hudson County, and Southern Bergen County	P92	
New Mexico		
Lovelace Health Plan (Albuquerque)	PG1	Ms. Ester Schneider, Marketing Director, Lovelace Health Plan, 5400 Gibson Blvd., S.E., Albuquerque, NM 87108 (505) 842-7363
The area within a 40-mile radius of downtown Albuquerque	PG2	
Ohio		
Greater Miami Valley Health Plan (Dayton)	R51	Mr. Oren Compton, Director of Marketing, Greater Miami Valley Health Plan, Dayton District Office, BCA, 333 West First St., Dayton, OH 45402 (513) 426-4700
Dayton and the area within a 25-mile radius of the center of Dayton.	R52	
Oregon		
Klamath Medical Service Bureau (Klamath Falls)	S61	Mr. John L. Huffman, Director of Marketing, Klamath Medical Service Bureau, 121 South Sixth St., Klamath Falls, OR 97601 (503) 884-7756 ext. 35
Klamath and Lake Counties	S62	
Physicians Association of Clackamas County (Gladstone)	S91	Mr. Dale L. Howe, Marketing Director, Physicians Association of Clackamas County, 18600 SE McLoughlin Blvd., P.O. Box 286, Gladstone, OR 97027 (503) 659-4212
Clackamas County	S92	
SelectCare (Eugene)	SD1	Richard Winner, Marketing Director, SelectCare, 1400 High St., Suite C1, Eugene, OR 97401 (503) 485-1850
Lane County	SD2	
Wisconsin		
Family Health Plan (Milwaukee)	WH1	James K. Claffey, Marketing Director, Family Health Plan, 6901 West Edgerton Ave., P.O. Box 20928, Milwaukee, WI 53220 (414) 421-8400
Milwaukee metropolitan area (within a 50 mile radius of the Plan).	WH2	

U.S. POSTAL SERVICE HEALTH BENEFITS SCHEDULE (Effective January 10, 1981)

Plan (option-type enrollment)	Code No.	1980 total premium	1981 premium rates			
			Total premium	Biweekly		Monthly annuitant pays
				USPS pays	Emp. pays	
Blue Cross-Blue Shield:						
High Self	101	25.25	30.05	19.01	11.04	22.16
High Family	102	57.46	66.16	44.55	21.61	66.13
Low Self	104	8.23	9.84	9.23	0.61	5.30
Low Family	105	23.60	28.57	26.78	1.79	15.47
Aetna Life Insurance Co.:						
High Self	201	21.17	25.38	19.01	6.37	22.04
High Family	202	43.17	50.75	44.55	6.20	22.74
Low Self	204	11.02	12.79	11.99	0.80	6.93
Low Family	205	26.07	30.24	28.35	1.89	16.39
AFGE Health Benefit Plan:						
High Self	301	19.25	23.63	19.01	4.62	18.25
High Family	302	44.02	51.60	44.55	7.05	34.50

Plan (option-type enrollment)	Code No.	1980 total premium	1981 premium rates			
			Total premium	Biweekly		Monthly annuitant pays
				USPS pays	Emp. pays	
Alliance Health Benefit Plan:						
High Self	461	20.21	23.76	19.01	4.75	18.53
High Family	462	49.84	58.31	44.55	13.76	49.12
American Postal Workers Union Plan:						
High Self	471	22.57	25.27	19.01	6.26	21.80
High Family	472	52.60	61.10	44.55	16.55	55.16
Foreign Service Benefit Plan:						
High Self	401	13.77	18.59	17.43	1.16	10.06
High Family	402	44.95	60.65	44.55	16.10	56.19
GEBA Health Benefit Plan:						
High Self	411	16.95	24.41	19.01	5.40	20.94
High Family	412	50.96	65.09	44.55	20.54	63.81

U.S. POSTAL SERVICE HEALTH BENEFITS SCHEDULE (Effective January 10, 1981)—Continued

Plan (option-type enrollment)	Code No.	1980 total premium	1981 premium rates			
			Total premium	Biweekly		Monthly annuitant pays
				USPS pays	Emp. pays	
Government Employees Hospital Association Benefit Plan:						
High Self	311	17.21	19.90	18.66	1.24	10.78
High Family	312	36.23	41.88	39.26	2.62	22.68
Mail Handlers Benefit Plan:						
High Self	451	14.50	16.62	15.58	1.04	9.00
High Family	452	30.92	45.69	42.83	2.86	24.75
Low Self	454	10.65	12.78	11.98	0.80	6.92
Low Family	455	29.93	35.91	33.67	2.24	19.45
NAGE Health Benefit Plan:						
High Self	YJ1	22.10	26.52	19.01	7.51	24.51
High Family	YJ2	46.04	55.24	44.55	10.69	42.47
NALC Health Benefit Plan:						
High Self	321	20.85	26.27	19.01	7.26	23.97
High Family	322	51.96	62.87	44.55	18.32	59.00
NAPUS Health Benefit Plan:						
High Self	YP1	23.40	23.65	19.01	4.64	18.29
High Family	YP2	49.19	49.68	44.55	5.13	30.42
NFFE Health Benefit Plan:						
High Self	YR1	19.62	22.74	19.01	3.73	16.32
High Family	YR2	44.90	52.38	44.55	7.83	36.27
NTEU Health Benefit Plan:						
High Self	YT1	19.54	22.38	19.01	3.37	15.54
High Family	YT2	43.85	50.25	44.55	5.70	31.66
Panama Canal Area Benefit Plan:						
High Self	431	19.39	23.07	19.01	4.06	17.04
High Family	432	48.08	57.22	44.55	12.67	46.76
PATCO Health Benefit Plan:						
High Self	YU1	20.21	23.06	19.01	4.05	17.01
High Family	YU2	48.07	54.88	44.55	10.33	41.69
Postal Supervisors Health Benefit Plan:						
High Self	YV1	21.80	24.42	19.01	5.41	19.96
High Family	YV2	48.98	54.86	44.55	10.31	41.64
Postmasters Benefit Plan:						
High Self	361	28.32	33.94	19.01	14.93	40.59
High Family	362	60.80	73.16	44.55	28.61	81.29
Low Self	364	5.82	7.60	7.13	0.47	4.12
Low Family	365	14.12	18.45	17.30	1.15	9.99
Rural Carrier Benefit Plan:						
High Self	381	21.80	25.94	19.01	6.93	23.25
High Family	382	47.76	54.23	44.55	9.68	40.28
SAMBA Health Benefit Plan:						
High Self	441	17.70	20.40	19.01	1.39	11.25
High Family	442	44.98	51.91	44.55	7.36	35.25
Arizona—Arizona Health Plan:						
High Self	721	19.33	25.23	19.01	6.22	21.72
High Family	722	48.80	63.17	44.55	18.62	59.65
Arizona—INA Health Plan of Arizona, Inc.:						
High Self	161	21.09	24.17	19.01	5.16	19.42
High Family	162	56.49	61.77	44.55	17.22	56.62
Arizona—Pimacare:						
High Self	231	22.50	27.52	19.01	8.51	26.68
High Family	232	51.57	66.11	44.55	21.56	66.02
California—Family Health Program:						
High Self	661	16.09	16.09	15.08	1.01	8.71
High Family	662	51.48	51.48	44.55	6.93	34.32
California—Foundation Health Plan:						
High Self	C61	23.06	27.31	19.01	8.30	26.22
High Family	C62	56.41	65.70	44.55	21.15	65.13
California—General Medical Centers Health Plan:						
High Self	C71	22.42	22.40	19.01	3.39	15.58
High Family	C72	56.83	57.44	44.55	12.89	47.23
California—Group Health Service Plan, Healthcare:						
High Self	C91	0.	27.22	19.01	8.21	26.03
High Family	C92	0.	64.62	44.55	20.07	62.79
California—INA Health Plan of California:						
High Self	BW1	23.59	26.96	19.01	7.95	25.46
High Family	BW2	61.59	67.62	44.55	23.07	69.29
California—Kaiser Foundation Health Plan, Northern California Region:						
High Self	591	17.98	19.76	18.53	1.23	10.70
High Family	592	45.81	50.35	44.55	5.80	31.87
California—Kaiser Foundation Health Plan, Southern California Region:						
High Self	621	21.50	25.37	19.01	6.36	22.02
High Family	622	55.72	65.17	44.55	20.62	63.98
California—Los Padres Group Health:						
High Self	CJ1	23.61	28.36	19.01	9.35	28.50
High Family	CJ2	62.58	71.65	44.55	27.10	78.02
California—Maxicare:						
High Self	CM1	23.67	26.71	19.01	7.70	24.92
High Family	CM2	60.60	68.47	44.55	23.92	71.13
California—Rockridge Health Care Plan:						
High Self	CP1	22.62	22.94	19.01	3.93	16.75
High Family	CP2	58.30	58.44	44.55	13.89	49.40
California—Ross-Loos Medical Group, Inc.:						
High Self	611	27.62	27.62	19.01	8.61	26.89
High Family	612	63.92	63.92	44.55	19.37	61.27
Colorado—Comprecare Health Plan:						
High Self	D61	24.02	27.87	19.01	8.86	27.44
High Family	D62	61.80	73.14	44.55	28.59	81.25
Colorado—Kaiser Foundation Health Plan of Colorado:						
High Self	651	20.10	23.12	19.01	4.11	17.14
High Family	652	53.37	71.14	44.55	16.59	55.25
Colorado—Peak Health Plan:						
High Self	DD1	0.	24.17	19.01	5.16	19.42
High Family	DD2	0.	55.12	44.55	10.57	42.21
Colorado—Rocky Mountain Health Maintenance Organization:						
High Self	881	23.75	26.28	19.01	7.27	23.99
High Family	882	59.02	64.00	44.55	19.45	61.45
Connecticut—Community Health Care Center Plan, Inc.:						
High Self	711	21.15	23.41	19.01	4.40	17.77
High Family	712	56.43	60.43	44.55	15.88	53.71
Connecticut—Connecticut Health Plan:						
High Self	DR1	18.99	20.81	19.01	1.80	12.14
High Family	DR2	49.95	55.76	44.55	11.21	43.59
Connecticut—Southern Connecticut Community Health Plan:						
High Self	DS1	0.	20.32	19.01	1.31	11.08
High Family	DS2	0.	57.84	44.55	13.29	48.10
DC—George Washington University Health Plan:						
High Self	E51	23.41	27.21	19.01	8.20	26.01
High Family	E52	50.36	70.29	44.55	25.74	75.08
DC—Kaiser-Georgetown Community Health Plan, Inc.:						
High Self	E31	24.69	26.97	19.01	7.96	25.49
High Family	E32	62.36	68.08	44.55	23.53	70.29
DC—Group Health Association:						
High Self	501	26.56	29.01	19.01	10.00	29.91
High Family	502	67.36	73.91	44.55	29.36	82.92
Low Self	504	18.70	20.69	19.01	1.68	11.88
Low Family	505	50.42	55.58	44.55	11.03	43.20
Florida—American Health Plan, Inc.:						
High Self	EK1	24.24	23.63	19.01	4.62	18.25
High Family	EK2	58.72	68.20	44.55	23.65	70.55
Florida—South Florida Group Health, Inc.:						
High Self	ES1	0.	25.19	19.01	6.18	21.63
High Family	ES2	0.	60.40	44.55	15.85	53.65
Hawaii—HMSA Plan:						
High Self	871	16.72	21.30	19.01	2.29	13.20
High Family	872	44.63	53.45	44.55	8.90	36.59
Hawaii—Hmsa's Community Health Program:						
High Self	F61	16.52	19.43	18.22	1.21	10.52
High Family	F62	48.40	57.15	44.55	12.60	46.61
Hawaii—Kaiser Foundation Health Plan, Hawaii Region:						
High Self	631	17.27	19.00	17.81	1.19	10.29
High Family	632	47.80	52.58	44.55	8.03	36.70
Idaho—Medical Service Bureau of Idaho Plan:						
High Self	811	22.45	30.32	19.01	11.31	32.74
High Family	812	56.08	75.68	44.55	31.13	86.75

U.S. POSTAL SERVICE HEALTH BENEFITS SCHEDULE (Effective January 10, 1981)—Continued

Plan (option-type enrollment)	Code No.	1980 total premium	1981 premium rates			
			Total premium	Biweekly		Monthly annuitant pays
				USPS pays	Emp. pays	
Illinois—Anchor Organization for Health Maintenance:						
High Self	171	21.95	24.99	19.01	5.98	21.20
High Family	172	63.68	72.49	44.55	27.94	79.84
Illinois—Health Assurance Plan (HAP):						
High Self	FT1	23.11	24.06	19.01	5.05	19.18
High Family	FT2	61.18	61.28	44.55	16.73	55.55
Illinois—Intergroup Prepaid Health Services, Inc.:						
High Self	FV1	17.53	24.73	19.01	5.72	20.63
High Family	FV2	50.48	71.18	44.55	26.63	77.00
Illinois—Michael Reese Health Plan:						
High Self	751	23.90	26.66	19.01	7.65	24.81
High Family	752	64.67	70.87	44.55	26.32	76.33
Illinois—Northcare:						
High Self	G41	22.90	25.85	19.01	6.84	23.06
High Family	G42	58.04	67.16	44.55	22.61	68.29
Illinois—Union Health Service:						
High Self	761	22.57	24.22	19.01	5.21	19.53
High Family	762	69.57	74.54	44.55	29.99	84.28
Indiana—Metro-Health Plan:						
High Self	GK1	20.57	22.73	19.01	3.72	16.30
High Family	GK2	55.42	61.79	44.55	17.24	56.66
Kentucky—Healthcare Of Louisville, Inc.:						
High Self	181	20.25	23.94	19.01	4.93	18.92
High Family	182	51.54	66.21	44.55	21.66	66.24
Kentucky—Hunter Health Plan:						
High Self	191	17.50	24.97	19.01	5.96	21.15
High Family	192	40.66	60.54	44.55	15.99	53.95
Maryland—Columbia Medical Plan:						
High Self	671	23.06	28.08	19.01	9.07	27.89
High Family	672	68.59	72.74	44.55	28.19	80.38
Maryland—Healthplus, Inc.:						
High Self	JN1	25.45	27.28	19.01	8.27	26.16
High Family	JN2	65.83	71.04	44.55	26.49	76.70
Massachusetts—Harvard Community Health Plan (HCHP)						
High Self	681	24.89	25.52	19.01	6.51	22.34
High Family	682	63.16	65.47	44.55	20.92	64.63
Massachusetts—Valley Health Plan:						
High Self	K11	0.	19.31	18.10	1.21	10.46
High Family	K12	0.	51.26	44.55	6.71	33.84
Michigan—Comprehensive Health Services of Detroit, Inc.:						
High Self	K31	0.	32.44	19.01	13.43	37.34
High Family	K32	0.	79.24	44.55	34.69	94.47
Michigan—Group Health Service of Michigan:						
High Self	K51	0.	23.68	19.01	4.67	18.36
High Family	K52	0.	58.54	44.55	13.99	49.62
Michigan—Group Health Plan of Southeast Michigan:						
High Self	K61	22.73	23.28	19.01	4.27	17.49
High Family	K62	59.46	60.87	44.55	16.32	54.67
Michigan—Health Alliance Plan:						
High Self	521	29.71	32.83	19.01	13.82	38.18
High Family	522	69.14	76.41	44.55	31.86	88.34
Michigan—Health Central:						
High Self	K71	0.	31.40	19.01	12.39	35.06
High Family	K72	0.	71.57	44.55	27.02	77.85
Michigan—Michigan HMU Plans, Inc.:						
High Self	KA1	27.72	28.76	19.01	9.75	29.36
High Family	KA2	70.11	70.99	44.55	26.44	76.59
Minnesota—Group Health Plan (GHP):						
High Self	531	16.16	17.77	16.66	1.11	9.62
High Family	532	48.27	53.09	44.55	8.54	37.81
Minnesota—Share Health Plan:						
High Self	111	18.22	19.53	18.31	1.22	10.58
High Family	112	52.00	56.14	44.55	11.59	44.42
Missouri—Medical Care Group:						
High Self	121	25.73	28.08	19.01	9.07	27.89
High Family	122	63.48	68.76	44.55	24.21	71.76
Missouri—Prime Health:						
High Self	M81	21.88	25.27	19.01	6.26	21.80
High Family	M82	53.70	64.15	44.55	19.60	61.77
New Jersey—Comed Inc.:						
High Self	P41	0.	21.51	19.01	2.50	13.66
High Family	P42	0.	56.01	44.55	11.46	44.14
New Jersey—Crossroads Health Plan:						
High Self	P61	19.58	22.94	19.01	3.93	16.75
High Family	P62	46.29	52.78	44.55	8.23	37.14
New Jersey—Health Care Plan of New Jersey:						
High Self	P81	17.24	19.29	18.08	1.21	10.45
High Family	P82	46.14	51.60	44.55	7.05	34.58
New Jersey—HIP of Greater New Jersey:						
High Self	P91	0.	18.77	17.60	1.17	10.17
High Family	P92	0.	51.06	44.55	6.51	33.41
New Jersey—Rutgers Community Health Plan:						
High Self	PA1	17.04	19.79	18.55	1.24	10.72
High Family	PA2	41.13	46.42	43.52	2.90	25.14
New Jersey—Southshore Health Plan:						
High Self	PB1	19.97	18.44	17.29	1.15	9.99
High Family	PB2	53.04	49.11	44.55	4.56	29.19
New Mexico—Lovelace Health Plan:						
High Self	PG1	0.	32.87	19.01	13.86	38.27
High Family	PG2	0.	74.96	44.55	30.41	85.19
New Mexico—Mastercare Plan:						
High Self	781	23.76	26.99	19.01	7.98	25.53
High Family	782	61.19	69.50	44.55	24.95	73.36
New York—Blue Cross and Blue Shield of Greater New York HMO:						
High Self	151	22.27	26.48	19.01	7.47	24.42
High Family	152	51.04	60.67	44.55	16.12	54.23
New York—Capital Area Community Health Plan:						
High Self	PW1	17.28	20.65	19.01	1.64	11.79
High Family	PW2	46.55	55.39	44.55	10.84	42.79
New York—Community Health Plan of Suffolk, Inc.:						
High Self	Q01	18.30	22.61	19.01	3.60	16.04
High Family	Q02	43.75	55.54	44.55	10.99	43.12
New York—Genesee Valley Group Health Association:						
High Self	211	18.18	20.88	19.01	1.87	12.29
High Family	212	46.61	53.61	44.55	9.06	38.94
New York—GHI Health Plan:						
High Self	801	11.96	14.57	13.66	0.91	7.89
High Family	802	36.87	44.46	41.68	2.78	24.08
New York—Health Care Plan, Inc.:						
High Self	Q81	17.54	19.20	18.00	1.20	10.40
High Family	Q82	43.85	47.21	44.26	2.95	25.57
New York—Health Insurance Plan of Greater New York (HIP):						
High Self	511	16.21	17.24	16.16	1.08	9.34
High Family	512	46.44	49.51	44.55	4.96	30.05
New York—Manhattan Health Plan:						
High Self	QC1	16.71	19.79	18.55	1.24	10.72
High Family	QC2	43.18	51.08	44.55	6.53	33.45
New York—Westchester Community Health Plan:						
High Self	QH1	16.08	21.38	19.01	2.37	13.37
High Family	QH2	48.87	54.30	44.55	9.75	40.43
Ohio—Greater Miami Valley Health Plan:						
High Self	R51	0.	23.94	19.01	4.93	18.92
High Family	R52	0.	65.18	44.55	20.63	64.00
Ohio—Group Health Plan of Northeast Ohio:						
High-Self	R61	22.69	24.43	19.01	5.42	19.98
High Family	R62	80.74	65.40	44.55	20.85	64.48
Ohio—Health Maintenance Plan/Cincinnati:						
High Self	141	22.02	25.52	19.01	6.51	22.34
High Family	142	[illegible]	69.16	44.55	24.61	72.63
Ohio—Kaiser Foundation Health Plan of Ohio:						
High Self	641	21.37	24.03	19.01	5.02	19.12
High Family	642	58.27	65.57	44.55	21.02	64.85

U.S. POSTAL SERVICE HEALTH BENEFITS SCHEDULE (Effective January 10, 1981)—Continued

Plan (option-type enrollment)	Code No.	1980 total premium	1981 premium rates: Total premium	Biweekly: USPS pays	Biweekly: Emp. pays	Monthly annuitant pays
Ohio—Marion Health Maintenance Organization:						
High Self	RF1	15.50	18.26	17.12	1.14	9.89
High Family	RF2	48.86	58.50	44.55	13.95	49.53
Oregon—Kaiser Foundation Health Plan of Oregon:						
High Self	571	17.90	20.35	19.01	1.34	11.14
High Family	572	46.96	53.20	44.55	8.65	38.05
Oregon—Klamath Medical Service Bureau:						
High Self	S61	0.	23.31	19.01	4.30	17.56
High Family	S62	0.	57.92	44.55	13.37	48.27
Oregon—National Hospital Association Plan:						
High Self	841	16.80	20.69	19.01	1.68	11.88
High Family	842	43.30	53.66	44.55	9.11	39.04
Oregon—Physicians Association of Clackamas County:						
High Self	S91	0.	25.55	19.01	6.54	22.41
High Family	S92	0.	67.48	44.55	22.93	68.99
Oregon—Portland Metro Health Plan:						
High Self	SA1	26.51	31.81	19.01	12.80	35.97
High Family	SA2	66.94	74.77	44.55	30.22	84.78
Oregon—Selectcare:						
High Self	SD1	0.	24.19	19.01	5.18	19.46
High Family	SD2	0.	68.21	44.55	23.66	70.57
Pennsylvania—Central Medical Health Services, Inc.:						
High Self	241	22.14	25.44	19.01	6.43	22.17
High Family	242	54.12	62.13	44.55	17.58	57.40
Pennsylvania—The Health Plan—Greater Delaware Valley Health Care, Inc.:						
High Self	SN1	21.91	25.01	19.01	6.00	21.24
High Family	SN2	57.72	66.52	44.55	21.97	66.91
Pennsylvania—Health Service Plan of Pennsylvania (HSP):						
High Self	491	21.76	24.65	19.01	5.64	20.46
High Family	492	52.19	59.10	44.55	14.55	50.83
Pennsylvania—Health Maintenance Organization of Pennsylvania:						
High Self	SU1	21.75	23.36	19.01	4.35	17.66
High Family	SU2	53.50	56.90	44.55	12.35	46.06
Pennsylvania—Penn Group Health Plan:						
High Self	261	19.36	22.46	19.01	3.45	15.71
High Family	262	52.82	61.78	44.55	17.23	56.64
Pennsylvania—Philadelphia Health Plan:						
High Self	271	22.79	23.95	19.01	4.94	18.94
High Family	272	60.40	61.98	44.55	17.43	57.07
Rhode Island—Righa Health Plan:						
High Self	701	22.27	23.20	19.01	4.19	17.32
High Family	702	54.05	56.35	44.55	11.80	44.87
Texas—Compcare, Inc.:						
High Self	UR1	24.53	28.90	19.01	9.89	29.67
High Family	UR2	56.59	74.22	44.55	29.67	83.59
Texas—Group Health of El Paso, Inc.:						
High Self	UJ1	19.08	18.17	17.03	1.14	9.84
High Family	UJ2	53.87	52.83	44.55	8.28	37.25
Texas—Kaiser/Prudential Health Plan:						
High Self	UK1	20.22	22.74	19.01	3.73	16.33
High Family	UK2	55.62	63.24	44.55	18.69	50.80
Texas—Procare Health Plan:						
High Self	UP1	19.91	21.47	19.01	2.46	13.57
High Family	UP2	58.07	62.62	44.55	18.07	58.46
Washington—Group Health Cooperative of Puget Sound:						
High Self	541	19.74	19.74	18.51	1.23	10.69
High Family	542	51.40	51.40	44.55	6.85	34.15
Washington—Kitsap Physicians Service:						
High Self	VT1	24.73	26.96	19.01	7.95	25.46
High Family	VT2	68.20	73.11	44.55	28.56	81.19
Washington—Washington Physicians Service:						
High Self	831	21.48	25.34	19.01	6.33	21.95
High Family	832	54.60	64.54	44.55	19.99	62.63
Wisconsin—Compcare Health Plan:						
High Self	691	24.12	30.57	19.01	11.56	33.29
High Family	692	61.31	76.29	44.55	31.74	88.08
Wisconsin—Family Health Plan (FHP):						
High Self	WH1	0.	26.06	19.01	7.05	23.51
High Family	WH2	0.	67.17	44.55	22.62	68.32
Wisconsin—Group Health Cooperative of South Central Wisconsin:						
High Self	WJ1	19.72	21.01	19.01	2.00	12.57
High Family	WJ2	53.04	56.20	44.55	11.65	44.55
Guam—Health Maintenance Life Insurance Company:						
High Self	281	17.97	17.97	16.85	1.12	9.73
High Family	282	52.80	52.80	44.55	8.25	37.18
Puerto Rico—SSS Plan:						
High Self	891	12.57	13.40	12.56	0.84	7.26
High Family	892	39.76	42.34	39.69	2.65	22.93
Blue Cross and Blue Shield Comprehensive Medical Plans Network:						
High Self	A11	23.34	24.13	19.01	5.12	19.33
High Family	A12	61.46	67.57	44.55	23.02	69.18

PARTICIPATING NETWORK PLANS

(Alphabetically by State)

Alabama

The Health Maintenance Group of Birmingham Area within a 25-mile radius of Birmingham.

California

Health Net, Metropolitan Los Angeles, and Riverside and San Diego.

Take Care, San Francisco Bay area.

Illinois

*Communities Health Plan, Inc., Rockford and nine counties in northwest Illinois.

Medical Foundation Program, Springfield.

Louisiana

The Baton Rouge Health Maintenance Plan, Baton Rouge and surrounding area.

Maryland

*Clinical Associates Medical Plan, Towson, Maryland and surrounding area.

East Baltimore Medical Plan, Baltimore.

Greater Dundalk Medical Plan, Baltimore.

South County Health Care Plan, Anne Arundel and Calvert Counties, and portions of surrounding Baltimore, St. Mary's, Charles, Prince George's, and Queen Anne's Counties and Baltimore City.

Massachusetts

Fallon Community Health Plan, Worcester and surrounding area within a 20-mile radius of the city.

See footnote at end of table.

PARTICIPATING NETWORK PLANS—Continued

(Alphabetically by State)

Minnesota

HMO Minnesota, Metropolitan Minneapolis-St. Paul; 9 county strip from Minneapolis through St. Cloud to Alexandria; and 7 counties in northeast Minnesota.

New Jersey

Cumberland Medigroup, Vineland and the surrounding area within a 15-mile radius of Vineland.

Mercer Medigroup, Trenton, Mercer County, and a portion of Bucks County, Pennsylvania.

New York

Prepaid Health Plan, Syracuse.

Oregon

Capitol Health Care, Salem and surrounding counties of Benton, Linn, Marion, and Polk.

Rhode Island

Aquidneck Medigroup, Newport County.

*Blackstone Valley Medigroup, Pawtucket area.

Bristol Medigroup, Bristol County.

Texas

Alamo Health Care Plan, San Antonio and 11 surrounding counties.

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*Denotes plans which will begin participation in 1981.

—*Employee Relations Dept., 10-16-80.*

PRIVATE EXPRESS REGULATIONS AMENDED

A number of amendments were made recently to the Postal Service regulations which implement the Private Express Statutes. One of these permits advertisements to be privately carried if, among other things, they are incidental to the shipment of accompanying merchandise, or periodicals. This new suspenison of the Private Express Statutes is, therefore, being added to the list of suspensions in 112.35 of the Domestic Mail Manual (DMM).

In addition, the existing language of DMM 112.2 needs to be changed. It contains references to a publication, *Questions Answered on Prviate Express Statutes,* which will no longer be distributed, and use an obsolete title for what is now the General Administrative Law Division. Accordingly, sections 112.2 and 112.35 of the DMM are amended, effective October 10, 1980, to read as follows:

112.2 Implementing Regulations. The Postal Service's regulations under the Private Express Statutes are published in the Code of Federal Regulations, 39 CFR Parts 310 and 320, as amended from time to time by final rules published in the Federal Register. These regulations take precedence over any inconsistent material in prior rulings and publications of the Postal Service, including Publication 111, *Restrictions on Transportation of Letters* (5th Ed. July, 1967). Copies of the regulations may be obtained from the Assistant General Counsel, General Administrative Law Division, U.S. Postal Service, Washington, D.C. 20260.

112.35 Suspensions. Limited suspensions of the Private Express Statutes specify the conditions under which (1) private couriers may carry data processing materials, international ocean carrier documents, extremely urgent letters, and advertisements which are incidental to the shipment of accompanying merchandise or periodicals, and (2) universities and colleges may carry the letters of their student and faculty organizations. Carriers wishing to use the suspension for data processing materials must file a notice of their intention on a form obtainable from the Private Express Liaison Officer, Customer Services Department, U.S. Postal Service, Washington, DC 20260. (The details of the suspension are set out in Postal Service regulations. See 112.2.)

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Please note that the provisions of DMM 112.3 are intended to give Postal Service employees only a general description of the regulations which implement the Private Express Statutes. They should in no case be cited, used, or relied upon, as complete or as the official regulations. See DMM 112.4 for action to be taken in connection with possible violations and DMM 112.5 for the way to obtain authoritative advice on the Private Express Statutes and regulations.

These changes will be incorporated in a future revision to the DMM—*Law Dept., 10-16-80.*

Premature Stamp Sales

Each new stamp issuance provides for an authorized first day of sale.

The authorized first day of sale appears in the notation, "Do Not Sell Before (Date)", printed in large bold type directly above the image of each new issue stamp, stamped envelope, postal card, and aerogramme announced in the Postal Bulletin. This is the earliest date when postmasters may begin selling the subject new issue item.

Postmasters must make certain that new issue stamps and postal stationery are not sold before the authorized first day of sale announced for each item.—*Customer Services Dept., 10-16-80.*

Warning Notice—Unrecovered Stolen Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)

The following money orders are void and should not be cashed: (1) All card type orders. (2) New style orders 000,000,001—199,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, KIA OB1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21266 article.

200,400,512 to 0,600
200,467,313 to 7,500
201,328,601 to 9,300
201,963,699 to 3,800
201,980,250 to 0,299
202,545,957 to 6,000
207,218,569 to 8,600
208,872,242 to 2,257
209,190,001 to 5,000
210,301,801 to 2,000
210,835,285 to 5,300
210,935,633 to 5,700
212,900,201 to 0,300
213,345,001 to 5,100
213,504,865 to 5,000
216,823,954 to 4,000
217,621,979 to 2,100
217,622,401 to 2,800
218,660,066 to 0,700
219,494,026 to 4,130
219,692,001 to 2,100
224,126,989 to 7,100
226,781,246 to 1,400
226,073,655 to 3,700
227,129,004 to 9,400
227,564,701 to 4,800
229,000,595 to 0,600
229,083,686 to 3,700
229,428,120 to 8,300
230,004,990 to 5,200
230,143,701 to 4,000
231,387,001 to 7,500
234,067,232 to 7,300
235,833,783 to 3,800
237,386,845 to 7,000
238,758,669 to 8,730
239,162,130 to 2,200
239,863,796 to 3,870
239,864,826 to 4,900
240,362,301 to 2,600
241,535,801 to 6,000
242,545,470 to 5,800
242,917,801 to 8,000
243,920,027 to 0,100
244,343,084 to 3,100
244,583,557 to 3,600
245,740,589 to 0,600
245,767,347 to 7,400
247,636,179 to 6,200
247,649,190 to 9,200
247,760,081 to 0,100
250,442,960 to 3,000
252,160,301 to 0,393
252,494,635 to 4,700
253,094,279 to 4,400
253,181,800 to 1,900
253,641,268 to 1,300
254,680,851 to 0,900
259,412,918 to 2,954
261,707,201 to 7,400
261,766,701 to 6,800
262,740,206 to 0,300
263,414,901 to 5,800
264,474,080 to 4,300
266,472,561 to 2,860
268,746,401 to 6,500
270,677,679 to 7,696
272,291,501 to 1,600
274,450,824 to 0,900
274,873,716 to 4,100
275,288,303 to 8,700
278,286,361 to 6,400
278,737,201 to 7,300
278,846,365 to 6,600
282,204,343 to 4,700
282,909,819 to 9,900
284,943,445 to 3,500
285,397,992 to 8,400
286,837,601 to 7,900
288,349,047 to 9,500
288,657,574 to 7,600
291,853,923 to 3,969
295,946,650 to 6,661
296,077,001 to 7,053
296,077,201 to 7,300
297,173,660 to 3,900
297,213,342 to 3,500
297,444,801 to 5,500
297,700,501 to 0,700
298,072,101 to 2,600
299,902,655 to 2,700
305,253,101 to 3,600
306,165,495 to 5,500
306,698,463 to 8,500
306,933,345 to 3,400
307,200,601 to 1,000
307,806,061 to 6,100
310,917,957 to 8,100
310,956,020 to 6,200
311,577,901 to 8,100
311,994,658 to 4,700
314,162,132 to 2,200
315,105,301 to 5,500
315,788,118 to 8,140
317,630,301 to 0,400
321,087,737 to 7,800
321,272,306 to 2,400
321,489,229 to 9,300
322,180,820 to 1,000
323,294,360 to 4,400
323,296,838 to 6,856
323,297,695 to 7,730
323,485,231 to 5,240
323,997,101 to 7,400
326,023,246 to 3,300
328,436,401 to 6,500
331,892,798 to 3,000
332,069,432 to 9,500
336,646,801 to 7,300
336,661,265 to 1,500
336,825,701 to 7,000
336,909,925 to 0,000
337,395,212 to 5,300
338,038,706 to 8,800
338,891,701 to 2,200
339,519,801 to 9,900
339,735,184 to 5,200
340,711,001 to 3,000
341,462,701 to 2,900
343,703,708 to 3,900
343,760,901 to 1,000
343,945,919 to 5,940
344,536,201 to 6,400
344,821,230 to 1,297
344,854,601 to 4,700
345,299,801 to 9,900
345,986,501 to 6,600
347,238,201 to 8,300
347,975,946 to 5,959
348,086,296 to 6,300
348,190,501 to 0,900
349,779,757 to 9,800
351,452,949 to 3,000
351,490,001 to 0,600
353,461,741 to 1,800
355,360,601 to 1,000
357,010,401 to 0,500
357,339,409 to 9,455
358,180,401 to 0,600
359,269,750 to 9,790
359,547,122 to 7,150
359,790,481 to 0,540
359,791,901 to 1,920
359,994,676 to 4,700
361,168,730 to 8,900
361,201,906 to 2,100
362,295,806 to 5,819
363,463,501 to 4,500
363,475,801 to 6,100
363,496,901 to 7,000
363,633,090 to 3,100
363,794,701 to 5,200
365,301,401 to 1,500
365,318,801 to 9,000
365,867,401 to 7,500
365,867,517 to 7,600
366,888,911 to 9,000
366,967,107 to 7,200
367,683,901 to 4,000
368,108,160 to 8,600
368,416,575 to 6,600
368,773,419 to 3,500
368,847,601 to 7,700
370,549,601 to 50,000
370,783,700 to 3,800
372,401,123 to 1,500
372,429,101 to 9,500
374,013,262 to 3,300
374,433,401 to 4,000
374,988,860 to 8,880
375,079,981 to 80,030
375,192,501 to 2,700
379,786,742 to 6,760

VACANT REGULAR RURAL ROUTES LISTING NO. 80-45

The vacant rural routes listed below will be posted for bid in accordance with the USPS-NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this POSTAL BULLETIN. Those rural carriers having special bidding rights as defined in the USPS-NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
CENTRAL REGION					
Indiana	South Bend	46623	03	48:50 (45J)	44.06
	Gaston	47342	01	41:11 (41H)	58.15
Iowa	Storm Lake	50588	03	43:59 (44H)	93.30
	Orange City	51041	02	46:02 (46H)	78.62
Kansas	Lyons	67554	02	42:26 (43S)	119.70
Kentucky	London	40741	03	41:59 (42S)	90.40
Michigan	Cedar	49621	01	46:42 (43J)	68.45
Minnesota	Cannon Falls	55009	01	45:11 (45H)	77.96
	do	55009	02	44:02 (44H)	87.55
	do	55009	03	46:44 (43J)	77.85
	Peterson	55962	01	39:37 (40S)	106.20
	Le Sueur	56057	02	45:00 (45H)	95.50
	Madison	56256	02	41:48 (42S)	102.60
	do	56256	03	41:02 (41S)	112.40
	Brooten	56316	02	42:06 (42S)	108.45
	Osakis	56360	02	40:40 (41S)	91.95
	Paynesville	56362	01	43:02 (43H)	94.70
	Rothsay	56579	02	35:46 (36S)	107.60
Missouri	Bowling Green	63334	02	42:14 (42H)	77.60
	La Plata	63549	02	36:01 (36S)	87.60
	Hartsburg	65039	01	51:26 (43K)	93.45
	Boonville	65233	01	56:55 (47K)	77.65
	do	65233	02	49:01 (45J)	78.40
	Centralia	65240	03	39:59 (40S)	85.25
	Seymour	65746	01	46:56 (43J)	95.70
North Dakota	Hatton	58240	02	45:58 (42J)	118.10
	Stanley	58784	01	41:47 (42S)	140.70
Ohio	Clinton	44216	02	46:42 (43J)	29.60
	Hiram	44234	01	50:30 (42K)	53.10
	Medina	44256	02	39:43 (40H)	37.50
	Akron	44313	07	48:40 (43K)	33.60
South Dakota	Watertown	57201	06	43:26 (43H)	22.10
	Claremont	57432	01	39:32 (40S)	111.10
Wisconsin	Sheldon	54766	02	41:27 (41S)	102.90
EASTERN REGION					
New York	Orchard Park	14127	01	54:26 (45K)	34.40
	Palmyra	14522	01	53:50 (45K)	41.90
	Madison	13402	01	47:45 (44J)	95.00
	Walworth	14568	02	52:13 (44K)	39.80
Pennsylvania	Union Dale	18470	01	43:33 (44H)	78.40
	Natrona Heights	15065	01	50:23 (46J)	35.10
Virginia	Beaverdam	23015	01	35:53 (36S)	50.85
	Clintwood	24228	02	48:28 (44J)	66.00
	Forest	24551	03	59:21 (48K)	67.00
	Abington	24210	05	47:42 (44J)	57.55
	Madison Heights	24572	07	38:26 (38H)	15.70
West Virginia	Parkersburg	26101	04	44:19 (41J)	22.66
	Morgantown	26505	06	41:01 (41H)	41.95
NORTHEAST REGION					
Massachusetts	West Stockbridge	01266	02	29:48 (30S)	32.25
New Jersey	Flemington	08822	03	54:28 (45K)	38.79
New York	Eagle Bridge	12057	01	42:55 (43H)	62.60
	Feura Bush	12067	01	31:40 (32S)	38.70
SOUTHERN REGION					
Arkansas	Smithville	72466	02	34:57 (35S)	97.35
	Fayetteville	72701	03	52:34 (44K)	69.10
Florida	Ruskin	33570	01	41:20 (41H)	44.90
Louisiana	Church Point	70525	02	55:01 (46K)	94.00
North Carolina	Blanch	27212	01	45:57 (46H)	87.94
	Lexington	27292	01	43:15 (43H)	49.65
Oklahoma	Choctaw	73020	07	43:40 (44H)	26.20
	Guthrie	73044	04	46:30 (43J)	96.75
	Eucha	74342	01	39:34 (40S)	80.90
South Carolina	Mullins	29574	04	45:41 (46H)	50.00
Tennessee	Antioch	37013	06	47:47 (40K)	09.15
Texas	Mineola	75773	01	49:32 (45J)	89.15
	Buffalo	75831	03	30:39 (31S)	84.75
	Alice	78332	01	53:47 (45K)	98.57
WESTERN REGION					
Arizona	Cochise	85606	01	51:37 (43K)	67.75
California	Madera	93637	02	41:55 (42H)	76.80
	Salinas	93901	09	40:08 (40H)	32.50
Colorado	Durango	81301	06	42:08 (42H)	66.65
	Durango	81301	07	43:06 (43H)	41.45
	Manzanola	81058	01	30:02 (30S)	67.00
	Trinidad	81082	01	54:19 (45K)	78.07
Idaho	Buhl	83316	03	51:30 (43K)	87.85
Montana	Choteau	59422	02	34:55 (35S)	104.73
	Power	59468	02	26:25 (26S)	85.90
	Redstone	59257	01	11:58 (12S)	34.60
Oregon	Portland	97208	02	50:01 (46H)	65.05
Utah	Ogden	84401	05	42:09 (42H)	44.10
	Santaquin	84655	01	16:52 (17S)	20.11
Washington	Kalama	98625	10	40:10 (40H)	55.25
	Vancouver	98660	06	49:58 (42K)	47.40
	Gig Harbor	98335	09	48:03 (44J)	28.85

*The "Route Classification and Evaluation" published in this POSTAL BULLETIN may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

—Labor Relations Dept., 10-16-80.

MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices, including Inspection Service Forms 577, should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below). Destroy PB 21265 listing. **B. Old Style.** (Gray). **C. Counterfeit.** The listing from PB 21240 remains valid for both B. and C.

165 705 7000 to 7999
206 793 5600 to 6499
210 868 4500 to 4699
211 238 0459 to 0999
211 436 5608 to 5699
213 578 4229 to 4399
215 538 0200 to 0499
216 678 6072 to 6999
217 210 7100 to 7299
217 241 5400 to 5799
217 268 2574 to 2699
217 667 3400 to 3599
217 672 4200 to 4599
217 902 4181 to 4299
218 755 4591 to 4699
220 350 0000 to 0999
221 371 4600 to 4999
221 626 2100 to 2299
221 661 5318 to 5499
222 224 8100 to 8499
222 536 2000 to 2299
224 206 6400 to 6491
224 554 9830 to 0399
225 2[illegible]3 1655 to 1799
225 711 9700 to 9999
225 712 0000 to 0999
225 767 2000 to 2299
227 097 4600 to 4699
227 254 9800 to 0099
227 611 4000 to 4599
229 117 4866 to 4999
229 346 9900 to 9999
229 434 3500 to 3599
229 531 9700 to 9899
229 563 1918 to 1999
229 576 1800 to 1899
230 826 8683 to 8799
231 147 0883 to 1499
231 525 7893 to 7999
232 295 7249 to 7599
232 665 0292 to 0399
233 262 7907 to 7999
233 407 5872 to 5899
233 516 6100 to 6199
233 638 1200 to 1799
234 031 6456 to 6999
234 261 4500 to 4599
234 431 3655 to 3699
234 659 4000 to 4199
234 659 8700 to 8999
234 802 1060 to 1199
234 997 1000 to 1599
235 254 2060 to 2099
236 388 4842 to 5099
236 576 9520 to 9599
236 755 8000 to 8099
236 937 5803 to 5999
236 941 5400 to 5499
237 413 7500 to 7599
237 423 4111 to 4199
237 457 5600 to 5699
237 457 5800 to 5899
237 702 6823 to 6899
237 702 6921 to 6999
238 165 7700 to 7799
238 169 7587 to 7599
238 377 4508 to 4599
238 586 3100 to 3299
239 199 0700 to 1099
239 204 9916 to 9999
239 481 4728 to 4799
239 549 7116 to 7499
239 575 2000 to 2199
239 596 4800 to 4999
239 985 7000 to 7499
240 108 6501 to 6599
240 252 6400 to 6899
240 256 2900 to 3199
240 639 3561 to 3599
240 855 7000 to 7099
240 901 5900 to 5999
241 081 9274 to 9299
241 224 7209 to 7299
241 685 5124 to 5199
241 694 1800 to 1899
241 902 2600 to 2799
242 021 2262 to 2499
242 585 4155 to 4299
242 591 4500 to 4699
242 605 0000 to 0999
242 621 8314 to 8399
242 816 1337 to 1399
243 112 4109 to 4120
243 228 7200 to 7499
243 766 6730 to 6799
243 805 0000 to 0299
243 906 7800 to 8199
244 299 2000 to 2199
244 366 8800 to 8899
244 381 3024 to 3099
244 525 0719 to 0799
244 657 7700 to 7899
244 678 2333 to 2499
244 743 7100 to 7399
244 895 5575 to 5599
245 103 9300 to 9399
245 103 9400 to 9499
245 118 6754 to 6768
245 279 1420 to 1448
245 279 1510 to 1599
245 591 1626 to 1799
245 695 0346 to 0399
245 973 2677 to 2699
246 076 7300 to 7399
246 155 4048 to 4099
246 155 5000 to 5499
246 402 6511 to 6599
246 608 6300 to 6399
246 609 9545 to 9799
246 816 2600 to 2699
246 973 1372 to 1399
247 012 0500 to 0599
247 066 9300 to 9399
247 086 4200 to 4299
247 113 5635 to 5699
247 490 1960 to 1999
247 490 2086 to 2099
247 497 4000 to 4099
247 544 0200 to 0214
247 575 4400 to 4499
247 929 6417 to 6799
247 983 1511 to 1899
248 120 4322 to 4399
248 244 7246 to 7299
248 317 7624 to 7699
248 397 2163 to 2199
248 423 4864 to 4899
248 440 7916 to 7971
248 718 7317 to 7399
249 680 4872 to 4899
249 945 6900 to 6999
249 996 6000 to 6099
249 996 6300 to 6499
250 452 4971 to 4999
250 483 0600 to 0699
250 547 7046 to 7099
250 565 7029 to 7040
250 833 7200 to 7399
250 919 5218 to 5299
250 951 4340 to 4363
250 991 9778 to 9799
251 518 6281 to 6399
251 964 6056 to 6199
251 997 2913 to 2999
252 171 2041 to 2056
252 206 2101 to 2199
252 206 9532 to 9599
252 235 4400 to 4499
252 235 4581 to 4899
252 238 2299 to 2399
252 432 6988 to 6999
252 891 1159 to 1199
253 175 2670 to 2699
253 192 7311 to 7399
253 293 5931 to 5940
253 446 4033 to 4099
253 547 6013 to 6049
253 547 6054 to 6099
253 747 6924 to 6999
254 107 8590 to 8599
254 107 8913 to 8999
254 254 4490 to 4499
254 259 8867 to 8899
254 259 8951 to 9099
254 740 8408 to 8445
255 125 5568 to 5599
255 125 8500 to 8599
255 150 5300 to 5399
255 176 5373 to 5399
255 276 0949 to 0999
255 281 2647 to 2699
255 440 4800 to 4899
255 440 4900 to 4999
255 754 3621 to 3699
255 857 4749 to 4799
256 140 5400 to 5499
256 193 5100 to 5159
256 695 0525 to 0599
258 444 7185 to 7199
258 480 2600 to 2899
258 618 0254 to 0299
258 643 2765 to 2774
258 950 5217 to 5299
258 950 5433 to 5499
259 084 1386 to 1399
259 227 0000 to 1499
259 340 0828 to 0999
259 628 0936 to 0999
259 745 1300 to 1499
259 783 7821 to 7899
259 825 5819 to 5899
259 950 3053 to 3099
259 950 3300 to 3499
260 039 2699 to 2999
260 144 7415 to 7499
260 198 2856 to 2898
260 324 9000 to 9099
260 479 3500 to 3599
260 743 5000 to 5099
261 002 6451 to 6499
261 052 5271 to 5299
261 175 6200 to 6299
261 459 5800 to 5899
261 459 6722 to 6799
261 533 2067 to 2299
261 954 6334 to 6399
262 604 1515 to 1599
262 949 9200 to 9299
263 407 7000 to 7099
264 366 7033 to 9499
800 502 3000 to 3999
800 941 7900 to 7999
801 278 3600 to 3999
801 579 6056 to 6098
801 629 1900 to 1999
802 029 5199 to 8999
802 265 0575 to 1999
802 751 1128 to 1299

UNITED STATES POSTAL SERVICE
WASHINGTON, D.C. 20260
OFFICIAL BUSINESS

PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE, $300

U.S.MAIL

FIRST CLASS

Schedule. The Postal Bulletin is published every Thursday by the Directives and Forms Division of the U.S. Postal Service, Washington, DC 20260.

Distribution. The Bulletin is received by all postal facilities.

Effective Period. Postal Bulletin articles are effective for six months unless otherwise specified.

Index. A quarterly index of Bulletin articles appears early in the months of January, April, July, and October.

Orders.
Public sale:
Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402
Single copy: $1.25; $1.60 foreign
Subscription: $50.00, $62.50 for foreign mailing
Postal facilities:
For one time orders, send Form 7380 to the Eastern Area Supply Center.
To change quantity received, send Form 1286 to the Directives and Forms Division, giving justification.

21268

postal bulletin

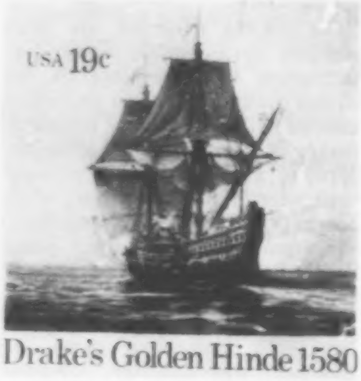
PB 21268—October 23, 1980—8 Pages

NEWARK PUBLIC LI
NOV 7 1980
S. GOVT. PUBS.
EPOSITORY 376

19-Cent International Surface Rate Postal Card

Description. The 19-cent International Surface Rate postal card featuring the Golden Hinde, Sir Francis Drake's ship, will be issued November 21, 1980 at San Rafael, CA 94901. This card is being issued at the proposed new international surface postal card rate to become effective January 1, 1981.

Do Not Sell Before Nov. 22, 1980



Copyright U.S. Postal Service 1980

Colors: Red, yellow, cyan and black (processed colors)
Size: 3½ x 5½.
Designer: Charles Lundgren

Collectors. Request first day cancellations from: Golden Hinde Card, Postmaster, San Rafael, CA 94901. To eliminate the requirement for Postal Service personnel to apply return addresses, customers are requested to send self-addressed envelopes of an appropriate size or return address labels with their orders. Requests must be postmarked no later than December 6, 1980. Remittance is required for the face value of each card.

The Golden Hinde postal card will be available at the Philatelic Sales Division, Washington, DC 20265, beginning November 22, 1980.

Supply. There will be an automatic distribution made only to post offices with philatelic centers. All post offices requiring this card in quantities of 500, 1,000, 2,000, 5,000 and multiples of 5,000 should *immediately* submit a Form 3216, Requisition for Postal Cards—Bulk Quantities, to the Government Printing Office, Washington, DC 20401, using item No. **203**. Requisitions for quantities of less than 500 may only be submitted to stamp distribution offices.—*Customer Services Dept., 10–23–80.*

Form 8–C and Form 15

Form 8–C, *Pieces By Destination—Controlled Circulation Publication*, and Form 15, *Second-Class Publisher's Statement of Number of Copies*, were printed and distributed before activation of New Orleans, LA as a surface exchange office. Consequently, copies of these data collection forms have not been changed to indicate codes associated with the exchange office at New Orleans, LA.

Follow the instructions below for recording foreign mail destined for the port of New Orleans, LA and reported on Form 8–C and Form 15.

Form 8–C. Use Code *003* to record pieces of controlled circulation publications mailed to foreign countries and destined for the port of New Orleans, LA.

Form 15. Use Code *073* to record copies of second-class publications mailed to foreign countries and destined for the port of New Orleans, LA.—*Rates & Classification Dept., 10–23–80.*

ADP–5 Revision

ADP Equipment Inventory

The following procedure will be added to the next revision of Handbook ADP–5, *ADP Equipment Inventory*, TL–3, section 222.2. Effective immediately, it should be written into the TL–3 revision:

The Regional Management Information Branch must insure that all ADP equipment within the Region is reported and that all data submitted is accurate by requesting quarterly or semi-annual inventory checks of all ADP-equipped activities (solicit negative responses when applicable).—*Management Information Systems Dept., 10–23–80.*

Employee Social and Recreational Committees—Annual Report

Handbook P–29, *Food Service Operation and Employee Social and Recreational Funds,* (940 and 950) requires Employee Social and Recreational Committees to submit annual reports from regional units for FY–80 to the Regional Director of Finance no later than December 2, 1980. Reports by such committees at Headquarters and its administrative supporting facilities are to be made to the General Manager, Headquarters Personnel Division, by that same date.

Use Form 3241, *Statement of Receipts and Disbursements* in preparing the annual report.—*Employee Relations Dept., 10–23–80.*

Guide to Addressing

Notice 95, "Guide to Addressing" (designed for commercial customers), is now available from area supply centers. This brochure offers suggestions and requirements on the proper addressing formats and also placement of address information on letter size envelopes.

Requiring offices may requisition the notice on Form 7380, Requisition for Supplies, during regular requisitioning cycles.—*Customer Services Dept., 10–23–80.*

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Guide to Addressing	1	3
NWRS Reports	5	3
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Outside Parcels	6	1
PASS Program	2	2
Personnel Security Clearances	3	1
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Special Cancellations	2	3
Stamps and Stories Promotion	2	3
Year-to-Date Deductions	2	2

P1.3:

All Personnel Processing Mail for Dispatch Abroad

Foreign Order Notice 24

Keep all foreign order notices for use as reference.

A tentative *Lottery order* has been issued against:

IRELAND

Dublin

Sarah Doyle
39 Ben Edair Rd.
Arbour Hill

Maureen Cassidy
15 Casimir Road
Harolds Cross

Ken Dooge
8 Sallymount Gardens
Ranelagh

John Curran
32 Braemore Road

John O'Reilly
30 Kenilworth Road

Patty Coles
10 Acorn Dr.
Wyckham Pak.
Ballinteer

Jean Smythe
7 Ballinteer Dr.
Dundrum

Rose Hayes
109 Church Ave.
Drumcondra

Co. Dublin

Ann White
31 Fancourt Hgts.
Balbriggan

Ann Mac Sweeney
24 Newpark Road
Blackrock

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed *Foreign Order Mail* and send it to the Postmaster of New York, NY 10001, Attention: Claims, Inquiry and Undeliverable Mail, Room 4508. Do not place any endorsement on the mail pieces themselves.

FINAL ORDERS

Tentative *Lottery orders* against the following have become final:

CANADA

Kenvic Enterprises, Ltd.
Service and Handling Division
P.O. Box 404
Balgonie, Saskatchewan

Canadian Money Club
P.O. Box 370
Adelaide Station
Toronto, Ontario

Premier Sales and
Premier Express Division
P.O. Box 3917
349 W. Georgia Street
Vancouver, B.C.

IRELAND

Frances O'Crowley
Woodbrook Golf Club
Bray, Co. Wicklow

REVOKED ORDER

Tentative *False Representation order* against the following has been revoked:

CANADA

International Publications Co.
205–640 West Broadway
Vancouver, B.C.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all SCFs and designated International Exchange Offices.—*Judicial Officer, 10–23–80.*

Year-to-Date Deductions

In pay period 21–80 (checks dated October 10, 1980) the year-to-date totals for charity and health benefits were corrected to appear on employees' earnings statements, Form 1223–A, to include pay period 01 and 02 of the current year. In the past, the year-to-date totals were short by the deductions taken for these two periods. An error in processing caused some YTD amounts to appear even though no deductions had been made during the year. This error will be corrected in pay period 22–80.—*Finance Dept., 10–23–80.*

PASS Program

Postal installations which will meet the two year requirement for reopening Profile Assessment System for Supervisors (PASS) family applications between now and June 30, 1981, may elect to delay reopening for up to six months. This allows time for the Employee Relations Department to test and evaluate proposed changes and refinements to PASS.

Installations which have inadequate PASS registers (not enough eligible supervisor candidates), and those installations who foresee exhausting their registers during this time period, must reopen the PASS families as originally scheduled to assure having adequate candidates to fill anticipated supervisor vacancies.—*Employee Relations Dept., 10–23–80.*

Stamps & Stories Promotion

The lobby display for the 7th Edition *Stamps & Stories* will be distributed to all CAG A through H offices during the last week of October. It is similar to last year's display and consists of a sample copy of the new edition *Stamps & Stories*, enclosed in a clear vinyl cover with black letters reading "On Sale Here—Only $3.50." It also has a solid ring and chain for securing the display to the lobby counter or other appropriate location. Detailed instructions for assembly are provided with the promotional materials.

Postmasters should **not** include this sample *Stamps & Stories* in stamp accountability.

The display materials are being furnished by automatic distribution. Postmasters should replace the 6th Edition *Stamps & Stories* promotion material with the new 7th Edition *Stamps & Stories* lobby display if a supply of the 7th Edition is on hand. Postmasters requiring a supply of the *Stamps & Stories* should immediately requisition them from their Stamp Distribution Office on Form 17, *Stamp Requisition.*

A *Stamps & Stories* lobby poster (No. 440), screenline insert and three-tier merchandiser trapezoid were previously distributed and should be prominently displayed. Post Offices should promote and display the 7th Edition *Stamps & Stories* until further notice. Replacement items for damaged or stolen displays are available from the Philatelic Marketing Division, Washington, DC 20260.—*Customer Services Dept., 10–23–80.*

Special Cancellations

Postmasters having any of the special cancellation die hubs listed below are authorized to use them for the periods designated. At the end of the period, the die hubs should be withdrawn from use and stored. Postmasters who do not have these special die hubs may not request them without application by the sponsors.

Cancellations	*Period of Use*
Goodwill Industries	Nov. 1 to Dec. 31, 1980
TB and Lung	Nov. 8 to Dec. 31, 1980
Retarded Children	Nov. 1 to Nov. 30, 1980

—*Rates & Classification Dept., 10–23–80.*

ASM Revision

PERSONNEL SECURITY CLEARANCES

Administrative Support Manual (ASM) 272 on Personnel Security Clearances is being revised to reflect policy and procedural changes directed toward reducing the number of Postal Service positions requiring Sensitive clearance. The following material will be included in ASM Issue 3.

272 Personnel Security Clearances

* * * * *

272.2 General Provisions

.21 Methods. Security clearance for career selection or retention in the Postal Service is accomplished in two ways, depending upon the nature of the duties of the position, or the degree of access the incumbent has to certain physical areas, documents, or information.

.22 Nonsensitive Clearance. When employees do not meet the criteria set forth in 272.3, they are processed under the provisions of section 316.2 of Handbook P-11, *Personnel Operations*. These individuals are given a National Agency Check and Inquiry (NACI) investigation conducted by the Office of Personnel Management. The processing is initiated by the hiring personnel office within 3 days after the official appointment of the individual. Unless disqualifying information is disclosed by the NACI, the individual remains in the position and is regarded as security cleared for access to such areas, documents, and information as required to accomplish the duties and fulfill the responsibilities of the position.

.23 Sensitive Clearance. Employees who meet the criteria set forth in 272.3 must be granted a security clearance known as a *Sensitive* clearance, which will be granted only upon final completion of a favorable background investigation conducted by the Postal Inspection Service.

.24 Mail Transportation Contractor Clearance. Contractors and their employees to be engaged in the transport of mail matter, or to be allowed access to postal operational areas, are processed in accordance with procedures described in section 19-125.3, Publication 41, *Postal Contracting Manual*.

.25 Service Contractor Clearance

.251 When the contracting officer believes that a contract will fit into one of the following categories, Inspection Service Regional Headquarters will be contacted prior to issuance of a solicitation. The Inspection Service will verify the contracting officer's analysis and indicate what information will be needed from the contractor so that the screening may be conducted. When final selection of the contractor is completed, provide the Inspection Service with the information needed to begin security screening. Coordinate with the Inspection Service when:

a. The proposed work will require unsupervised or unescorted (by Postal Service personnel) physical access to restricted areas in postal facilities such as mail processing areas, tape libraries or computer rooms at USPS Headquarters in Washington, DC; at any Postal Data Center (PDC); at any Automatic Data Processing Center (ADPC); at either area supply center; or at the National Test Administration Center in Los Angeles.

b. The work will require the contractor and/or employees having access, either on site or via remote terminal, to any computerized files on any USPS computer located at one of the centers listed in .251a above.

.252 The security screening normally will be completed within 30 working days after the Inspection Service receives the necessary information. The contracting officer will be notified as to whether the service contractors and their employees are to be granted access. The notification will be by memorandum or other format as determined in each case. If the Inspection Service recommends that access be denied to major computers and computer sites, a copy of the notification is also provided to the Records Officer. In no case are contractors or their employees eligible for, or granted, Sensitive clearance.

.253 In no case may a contractor or employee begin the proposed work prior to the contracting officer's receipt of the Inspection Service notification of findings.

272.3 Employees Requiring Sensitive Clearance

In most cases, Sensitive clearance will be considered only for those USPS employees or Officers who, by virtue of the duties of their position, have access to (a) sensitive information restricted to the highest levels of the Federal Government; (b) Inspection Service files; national security (classified) information; or sensitive information essential to Postal Service executive level decisionmaking. Such employees and Officers include:

a. The Postmaster General, Deputy Postmaster General, Senior Assistant Postmasters General, General Counsel, Chief Postal Inspector, Assistant Postmasters General, Consumer Advocate, Judicial Officer, Comptroller, Treasurer, all Regional Postmasters General, and the Executive Assistant to the Postmaster General.

b. The Confidential, Private, Executive Secretaries and the Special Assistants to those positions listed in 272.3a.

c. The Deputy General Counsel, Associate General Counsels and Assistant General Counsels at Headquarters; the Chief Administrative Law Judge and all Administrative Law Judges; and the five Regional Associate Counsels.

d. Any employee required to have knowledge of and access to information, documents or material classified *Top Secret* in accordance with Executive Order 12065.

e. Any employee assigned duties requiring knowledge of the mission, or access to the Federal Emergency Management Agency's (FEMA) Western Virginia Operations Office (WVOO), or to FEMA emergency preparedness communications equipment or operational documents.

f. All employees of the Postal Inspection Service, except Security Police Officers.

g. All PDC and ADPC directors, assistant directors, general managers, branch managers, systems security officers, security control officers and teleconcentrator site chiefs.

h. The general managers of the Financial Planning Division, the Banking Division, and the Investment Division; the Banking Officer; and the Investment Officer at USPS Headquarters.

i. Any other employee who is able, by virtue of the duties of a position, to bring about a material adverse effect upon the Postal Service or the national security. The Chief Postal Inspector or designee makes such determination, after review of Form 2015, *Determination of Need for Sensitive Clearance,* as presented by the appropriate security control officer.

Note: The fact that duties may include access to sensitive information does not in and of itself require an individual to have a Sensitive clearance.

272.4 Hiring and Accession Requirements

.41 Individuals who do not require a Sensitive clearance are entered on duty prior to completion of the investigation described in 272.22.

.42 Individuals who will be required to have a Sensitive clearance are not to be entered on duty, nor permitted to assume duties requiring Sensitive clearance until they have been granted either interim or final Sensitive clearance by the Chief Postal Inspector or regional designee.

.43 Contractors and their employees to be engaged in the transport of mail matter, or to be allowed access to postal operational areas, are not allowed such access unless the proper identification badge is displayed (Form 5139, *Contractor Employee Temporary Identification,* or Form 5140, *Contractor Employee Permanent Identification*).

.44 In cases where private firms have been engaged by contract to perform work for the Postal Service, on or off postal premises, and the contract has called for any security approval, the contractor and employees will not be allowed access to Postal Service property or material until such approval has been received from the Inspection Service.

272.5 Security Control Officers

.51 Appointment. The head of each Headquarters group and separate department, PDC, ADPC, and regional office must appoint a security control officer.

.52 Responsibilities

.521 Assure that the Inspection Service has granted either interim or final Sensitive clearance to all employees who require such clearance prior to allowing them access to the postal areas, documents, or information requiring the clearance.

.522 Maintain an accurate, current roster of all employees holding Sensitive clearance within his area of jurisdiction.

.523 Obtain through liaison with the appropriate personnel office authority, all required forms and data necessary for submission to the Postal Inspection Service when an applicant or transferee is being considered for access to sensitive areas, documents, or information.

.524 Ensure that Sensitive clearances are updated every five years under procedures contained in 272.8.

.525 Serve as the focal point for all matters dealing with security between his area of jurisdiction and the Postal Inspection Service.

272.6 Sensitive Security Clearance

.61 Procedures

.611 Determining Need for Sensitive Clearance. As soon as possible with a new position, or a change in scope of duties of an established position, where a question as to the need for the incumbent to have Sensitive clearance arises, the appropriate security control officer will prepare Form 2015. This form must be submitted in duplicate to the Chief Postal Inspector. The form will be returned to the security control officer, normally within 10 working days. If the form indicates that Sensitive clearance processing is approved, the security control officer then institutes the procedures in 272.612.

.612 Initiating Sensitive Clearance. The security control officer, through liaison with the appropriate personnel office, initiates clearance processing of a Postal Service employee or applicant. The security control officer provides the following forms to the employee or applicant:

a. Standard Form 86, *Security Investigation Data for Sensitive Positions.* (The form must be typewritten, in triplicate, and the original and first carbon copy must be signed by the applicant.)

b. Standard Form 87, *Fingerprint Chart.*

c. Form 2181, *Authorization and Release of Personal Information.*

d. SF 85–A, *National Agency Check-Data for Nonsensitive or Noncritical Sensitive Position.*

e. Notice 70, *Privacy Act Notice.*

.613 Processing. The security control officer instructs the employee or applicant to return the completed forms in a sealed envelope. Form 2013, *Sensitive Security Clearance Processing Request,* is completed by the security control officer and attached to the outside of the envelope. The security control officer then forwards the sealed envelope, unopened, with Form 2013 to the Inspection Service for investigation at least 10 days before the appointment is planned.

.614 Granting Sensitive Clearance. Upon completion of a favorable full-field investigation, the Chief Postal Inspector or designee issues the final Sensitive clearance by endorsing and returning the original of the Form 2013 to the requesting security control officer. Concurrently, a copy of Form 2013 is endorsed and returned to the appropriate personnel office for inclusion in the subject's Official Personnel Folder. Final personnel processing of the subject may then be initiated for appointment or assignment to the position.

.62 Denial or Revocation

.621 Criteria. A Sensitive clearance may be denied or revoked by the Chief Postal Inspector based on information developed during either the initial investigation or an investigation to update a Sensitive clearance. The denial or revocation is based upon appraisal of circumstances surrounding serious incidents involving the employee or prospective employee, related to the following:

a. Intentional falsification, deception, or fraud in connection with application or examination for appointment, or in connection with official inquiry.

b. Refusal to furnish information to the Postal Service requested pursuant to applicable laws, rules, and regulations, which would aid in determination of qualification for Sensitive clearance.

c. Intentional, unauthorized disclosure or exposure of national security information, documents, or material classified under Executive Order 12065.

d. Any of the other suitability for service factors (disqualification reasons) in Handbook P–11, section 313.2.

.622 Administrative Procedure to Deny Sensitive Clearance. When the Chief Postal Inspector has determinded that derogatory information developed during an investigation for Sensitive clearance falls under the criteria in 272.621 and that the circumstances surrounding the involvement of the subject in the incident do not mitigate the seriousness of the incident, an Investigative Memorandum setting forth in detail the nature of the disqualifying information will be sent to the appropriate operating unit official with a statement that the Sensitive clearance has been denied.

***.623 Reconsideration of Sensitive Clearance Denial*.** Employees or applicants, through the appointing or operating unit official, may request reconsideration of the denial and present any new information in their own behalf. The Chief Postal Inspector will consider any new evidence presented and advise the appointing or operating unit official of the decision.

.624 Action of Operating Unit Official

a. If the Chief Postal Inspector has denied a Sensitive clearance to an employee, the responsible official will take steps to:

(*1*) Remove the employee from the Postal Service under the currently applicable regulations of the Postal Service, the Office of Personnel Management, or collective bargaining agreement, as appropriate; or

(*2*) Reassign the employee to duties which do not require Sensitive clearance; or

(*3*) Refer the case to the Postmaster General for a final determination.

b. If the individual is to be retained in the Postal Service, the operating unit official furnishes the Chief Postal Inspector a written statement of the reasons for retention, with copy to the Records Officer.

272.7 Interim Sensitive Clearances

.71 Applicants in Private Industry

.711 Whenever there is a priority need to make a hiring commitment to an individual who will require a Sensitive clearance but is not currently employed by any agency or department of the U.S. Government, a request for an Interim Sensitive clearance may be made. The request is made by checking the appropriate block on Form 2013, and is accompanied by a memorandum signed by the operating unit head. The memorandum will contain full justification for the request and along with the Form 2013, will be accompanied by all forms listed in 272.612. All forms must be submitted at least 10 working days before the anticipated date of appointment.

.712 If approved, the Form 2013 is returned to the appropriate Security Control Officer within 10 working days, endorsed with the *Interim Sensitive Clearance Granted* block checked, dated, and signed. This endorsement allows the individual to start work. After granting the Interim Sensitive clearance, the remainder f the oinvestigation is instituted without further action required of the Security Control Officer. The final Sensitive clearance is granted upon favorable completion of the investigation.

.72 Federal Government Employees

.721 An Interim Sensitive clearance is normally granted within 10 working days after request and receipt of all forms listed in 272.612, to allow hiring of an individual currently employed by any agency or department of the Federal Government, whether or not the individual holds any security clearance with that agency or department. This also applies to individuals in the Postal Service not holding Sensitive clearance but being considered for assignment to duties requiring the clearance. The remainder of the investigation will be instituted without further action required on the part of the Security Control Officer.

.722 A final Sensitive clearance is granted upon favorable completion of the investigation.

272.8 Updating Sensitive Clearances

.81 Five years after the granting of a Sensitive clearance, and at least once during each succeeding five years, or at the direction of the Chief Postal Inspector, each individual holding a Sensitive clearance is required to complete Form 2066. *Updated Personnel Security Questionnaire,* and Form 2181. The appropriate Security Control Officer will be notified by the Inspection Service when the updating is due on each clearance. The Security Control Officer will assure that the employee completes the forms and that they are promptly returned to the Inspection Service.

.82 Upon favorable completion of appropriate checks, a copy of Form 2066 will be endorsed and returned to the Security Control Officer. A copy is also placed in the individual's Official Personnel Folder.

272.9 Exceptions

Whenever the Postmaster General determines that an exception to the foregoing regulations would promote the efficiency of the Postal Service, or serve the best interests of the national security of the United States, the PMG may grant such an exception.—*Inspection Service, 10-23-80.*

Priority Mail

Periodically, customers attempting to mail Express Mail shipments are advised by window personnel that, because of transportation limitations, etc., service is unavailable to the locations to which they wish to mail. In such a situation, the clerk should suggest that the mailer consider using Priority Mail as an alternative. Let the customer know that Priority Mail is a highly reliable service available through any post office to any mailing address in the United States. Also, provide information about the special services available with Priority Mail, such as insurance, return receipt, restricted delivery, COD and Special Delivery. While Priority Mail offers delivery in two or three days (depending on destination), as opposed to next day service, it may well meet the mailer's needs.—*Customer Services Dept., 10-23-80.*

NWRS Reports

The distribution of the National Workhour Reporting System (NWRS) Labor Utilization and Workhour Reports for PP 22, FY 1981 will be delayed. These reports, originally scheduled for distribution on October 27, will be distributed about November 10, 1980. This delay is due to the normal yearend workload experienced by the Postal Data Centers.—*Finance Dept., 10-23-80.*

THE ORANGE AND BLUE POUCH IS TO BE USED FOR EXPRESS MAIL SERVICE ONLY.

NON-FOREIGN PER DIEM RATE CHANGES

Changes in per diem rates prescribed for official travel in Alaska, Hawaii, the Commonwealth of Puerto Rico, and possessions of the United States effective August 26, 1980, are listed below. Under Hawaii the lines "All other localities" and "Johnston Atoll" were erroneously deleted in Postal Bulletin 21259 (8/21/80). The rates for these two lines did not change. Three locations in Puerto Rico have been deleted, use maximum rate shown for *Other localities.*

Locality:	*Maximum rate*
Alaska:	
Adak [1]	$9.65
Anaktuvuk Pass	140.00
Anchorage	72.00
Barrow	111.00
Bethel	93.00
Cold Bay	74.00
College	67.00
Cordova	84.00
Deadhorse	94.00
Dillingham	83.00
Dutch Harbor	82.00
Eielson AFB	67.00
Elmendorf AFB	72.00
Fairbanks	67.00
Ft. Richardson	72.00
Ft. Wainwright	67.00
Kodiak	84.00
Kotzebue	91.00
Murphy Dome	67.00
Noatak	91.00
Nome	90.00
Noorvik	91.00
Shemya AFB [1]	11.00
Shungnak	91.00
Spruce Cape	84.00
Tanana	90.00
Valdez	70.00
Wainwright	79.00
Other localities	62.00
*American Samoa	65.00
Guam, M.I.	60.00
Hawaii:	
Oahu	70.00
Other localities	60.00
Johnston Atoll [2]	15.50
Midway Islands [1]	9.65
Puerto Rico:	
Bayamon:	
12/16–5/15	102.00
5/16–12/15	75.00
Carolina:	
12/16–5/15	102.00
5/16–12/15	75.00
Fajardo:	
12/16–5/15	102.00
5/16–12/15	75.00
Ft. Buchanan: (Incl. GSA Service Center, Guaynabo):	
12/16–5/15	102.00
5/16–12/15	75.00
Ponce (Incl. Ft. Allen NCS)	68.00
Roosevelt Roads:	
12/16–5/15	102.00
5/16–12/15	75.00
Sabana Seca:	
12/16–5/15	102.00
5/16–12/15	75.00
San Juan (Incl. San Juan Coast Guard Units):	
12/16–5/15	102.00
5/16–12/15	75.00
Other localities	63.00
Virgin Islands of U.S.:	
12/1–4/30	89.00
5/1–11/30	65.00
Wake Island [2]	17.00
Other localities	15.00

[1] Commercial facilities are not available. This per diem rate covers charges for meals in available facilities plus an additional allowance for incidental expenses and will be increased by the amount paid for Government quarters by the traveler.

[2] Commercial facilities are not available. Only Government owned and contractor operated quarters and mess are available at this locality. This per diem rate is the amount necessary to defray the cost of lodging, meal, and incidental expenses.

*Indicates new locality or change in maximum rate.

—Finance Dept., 10-23-80.

DMM Revision

OUTSIDE PARCELS

Because of improved machinability of parcels, the postal regulations defining high density outside parcels are being relaxed to permit certain high density parcels to qualify as machinable parcels. Effective immediately, sections 121.55, 121.731, and 128.6e of the DOMESTIC MAIL MANUAL (DMM) are changed to read as follows:

121.5 Mailability

* * * * *

.55 High Density Loads. High density loads such as gears, machine parts and tools are hazardous to other mail and postal handling equipment. Articles of this type which weigh in excess of 15 pounds and which are packaged so as not to exert more than 60 pounds per square foot (0.4167 pound per square inch) pressure on the smallest side of the container are machinable.

* * * * *

121.73 High Density Items

* * * * *

.731 Scope. High density items are defined as packages of solid objects whose weight is comparatively high for their volume, such as hardware, machine and auto parts, tools and similar metal or heavy items, except books. These requirements are designed to assure safe handling of packages which, if the contents are unrestrained or if allowed to shift, or if inadequate containers, internal packaging, closures and reinforcements are used, are subject to significant damage. Articles of this type which weigh in excess of 15 pounds and which are packaged so that they exert no more than 60 pounds per square foot (0.4167 pound per square inch) pressure on the smallest side of the container are machinable.

* * * * *

128.6 Outside parcels

* * * * *

e. High density parcels weighing more than 15 pounds and exerting more than 60 pounds per square foot (0.4167 pound per square inch) pressure on their smallest side, e.g., metal castings, hardware, machine parts, auto parts, and similar heavy items. Exception: This provision does not apply to books and other printed matter. To determine if a parcel exerts more than 60 pounds per square foot pressure on its smallest side:

1) Determine the weight of the parcel and the surface area of the smallest side in square inches, and

Continued on p. 7

VACANT REGULAR RURAL ROUTES LISTING NO. 80-46

The vacant rural routes listed below will be posted for bid in accordance with the USPS-NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this POSTAL BULLETIN. Those rural carriers having special bidding rights as defined in the USPS-NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
CENTRAL REGION					
Illinois	Sterling	61081	05	51:23 (43K)	22.00
	Steator	61364	02	50:08 (46J)	48.00
	Mascoutah	62258	01	29:47 (30S)	55.88
	Carmi	62821	02	33:13 (33S)	61.10
Indiana	Elizabeth	47117	01	40:56 (41S)	67.80
Iowa	Dysart	52224	02	35:00 (35S)	81.20
Kentucky	Shepherdsville	40165	03	44:00 (44H)	56.60
	Bowling Green	42101	05	41:33 (42S)	88.75
	Franklin	42134	02	41:11 (41H)	90.40
	Morgantown	42262	02	48:20 (44J)	97.60
Michigan	Mount Clemens	48043	01	48:30 (43K)	29.60
	Dansville	48819	01	51:50 (43K)	82.40
	Howell	48843	10	48:14 (44J)	46.30
	Lansing	48906	06	49:50 (46J)	35.70
	do	[illegible]17	02	50:27 (46J)	27.70
	Kalamazoo	49001	11	44:17 (44H)	49.90
	Cheboygan	49721	03	52:08 (43K)	76.65
	Skandia	49885	01	55:19 (46K)	100.90
	Iron River	49935	03	44:06 (44H)	85.30
Minnesota	Farwell	56327	01	30:47 (31S)	83.05
Missouri	Springfield	65801	01	44:41 (45H)	51.35
Nebraska	Omaha	68106	73	42:09 (42H)	31.40
	do	68108	35	45:11 (45H)	23.70
	Hastings	68901	01	47:09 (43J)	90.00
	Sidney	69162	01	39:16 (39S)	98.60
Ohio	Mechanicsburg	43044	01	57:36 (48K)	82.40
	Plain City	43064	04	44:02 (44H)	46.75
	Circleville	43113	04	47:33 (44J)	52.40
	Columbus	43230	01	43:00 (43H)	27.15
	Mansfield	44901	10	42:06 (42H)	35.05
	Portsmouth	45662	02	55:38 (46K)	53.20
	Ottawa	45875	04	42:29 (42H)	69.79
	Venedocia	45894	01	33:04 (33S)	68.51
Wisconsin	Mosinee	54455	03	43:30 (44H)	53.00
	Tomah	54660	02	46:04 (46H)	66.85
	Trempealeau	54661	01	55:22 (44K)	79.79
	Mondovi	54755	04	48:22 (44J)	101.50
	Ripon	54971	01	45:57 (46H)	84.05
EASTERN REGION					
New York	Attica	14011	01	45:38 (42J)	62.35
	Newfane	14108	01	38:43 (39S)	38.10
	Churchville	14428	01	47:53 (44J)	42.50
Pennsylvania	Ford City	16226	01	39:18 (39S)	54.70
	Altoona	16603	05	44:44 (41J)	27.55
	New Tripoli	18066	02	45:51 (46H)	52.65
	Reading	19603	06	42:53 (43H)	27.40
Virginia	Oakland	22124	02	42:30 (43H)	10.05
	Warfield	23889	01	25:49 (36S)	76.00
NORTHEAST REGION					
New York	Schaghticoke	12154	02	37:56 (38S)	52.70
	Altona	12901	01	33:36 (34S)	63.05
WESTERN REGION					
California	Morgan Hill	95037	03	50:52 (42K)	40.10
	Arbuckle	95912	01	35:38 (36S)	70.90
	Orland	95963	02	45:17 (45H)	77.10
Idaho	Pocatello	83201	04	48:00 (44J)	48.85
Montana	Billings	59101	03	45:55 (46H)	60.85
	Wibaux	59353	01	20:50 (21S)	54.75
Oregon	Monmouth	97361	02	44:58 (45H)	82.62
	Philomath	97370	02	53:22 (44K)	45.00

*The "Route Classification and Evaluation" published in this POSTAL BULLETIN may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

—Labor Relations Dept. 10-23-80.

Continued from p. 6

2) Divide the weight of the parcel by the number of square inches on the smallest side of the parcel. A result of more than 0.4167 pound per square inch indicates that the parcel exerts a pressure of more than 60 pounds per square foot on its smallest side.

Examples:

Weight of parcel	Measurement of smallest side (inches)	Square inches	Pressure per square inch
1. 25 lbs	6×6	36	0.6944
2. 30 lbs	12×8	96	.3125
3. 25 lbs	12×6	72	.3472

(See 121.73 for packaging of high density parcels.)

* * * * *

These changes will be incorporated in a future revision to the DMM.—*Rates & Classification Dept., 10-23-80.*

BE SURE THAT

PROPER POSTAGE

IS PAID ON ALL

LETTERS AND

PACKAGES

UNITED STATES POSTAL SERVICE
WASHINGTON, D.C. 20260
OFFICIAL BUSINESS

PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE, $300

U.S.MAIL

FIRST CLASS

Schedule. The Postal Bulletin is published every Thursday by the Directives and Forms Division of the U.S. Postal Service, Washington, DC 20260.

Distribution. The Bulletin is received by all postal facilities.

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Index. A quarterly index of Bulletin articles appears early in the months of January, April, July, and October.

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Washington, DC 20402
Single copy: $1.25; $1.60 foreign
Subscription: $50.00, $62.50 for foreign mailing

Postal facilities:
For one time orders, send Form 7380 to the Eastern Area Supply Center.
To change quantity received, send Form 1286 to the Directives and Forms Division, giving justification.

21269

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UNITED STATES POSTAL SERVICE
U.S.MAIL

postal bulletin

PB 21269—October 30, 1980—24 Pages

Maintenance Bulletins

From June 14 through October 3, 1980, the following Maintenance Bulletins were published and distributed by the Maintenance Technical Support Center, Office of Maintenance Management (MTSC/OMM):

Number	*Subject*	*Distribution*
MMO-45-80	General Purpose Mail Container Gate Latch Safety Spring Installation.	Regional General Managers, Maintenance Management Divisions; District Offices—BMEO; Maintanance Capable Offices; Bulk Mail Centers; Overhaul Centers.
MMO-46-80	Issuance of Maintenance Handbooks to Personnel for Training Purposes.	Regional General Managers, Maintenance Management Divisions; District Offices; Maintenance Capable Offices; Sectional Center Facilities.
MMO-47-80	MPLSM Safety Check	Regional General Managers, Maintenance Management Divisions; MPLSM/ZMT/ESP Offices; District Offices.
MMO-48-80	Maintenance Policy for Working with Cancellation Ink.	Regional General Managers, Maintenance Management Divisions; Mark II/Edger-Feeder Offices; District Offices.
MMO-49-80	Names and Duty Stations of USPS Certified Users of Nuclear Roof Moisture Meters.	Regional General Managers, Maintenance Management Divisions; District Offices; Area Maintenance Offices; Maintenance Capable Offices.
MMO-50-80	MPLSM Console Vacuum Unit Cover—Correction of Unsafe Protection.	Regional General Managers, Maintenance Management Divisions; MPLSM/ZMT/ESP Offices; District Offices.
MMO-51-80	MPLSM Console	Regional General Managers, Maintenance Management Divisions; District Offices; MPLSM/ZMT/ESP Offices.
MMO-52-80	Hinge Pin Failures, Schwab Security Containers, 290 Series.	Regional General Managers, Maintenance Management Divisions; Area Maintenance Offices; Maintenance Capable Offices.
MMO-53-80	Hourly Rates for Area Maintenance Office A/P Report.	Regional General Managers, Maintenance Management Divisions; Sectional Center Facilities; Area Maintenance Offices; District Offices.
MMO-54-80	Hourly Rates for Maintenance.	Regional General Managers, Maintenance Management Divisions; District Offices; Sectional Center Facilities; Maintenance Capable Offices.
MMO-55-80	General Purpose Mail Container (GPMC)—Shelf Latch.	Regional General Managers, Maintenance Management Divisions; District Offices; Maintenance Capable Offices.
MMO-56-80	Adjustment and Cleaning of Bill Grabber MMI Model 1300 F Validator.	Regional General Managers, Maintenance Management Divisions; SSPC Technicians; Area Maintenance Offices; Maintenance Capable Offices.
MMO-57-80	Safety Modification for AMO Vehicles (Vans).	Regional General Managers, Maintenance Management Divisions; Sectional Center Facilities; Area Maintenance Offices; District Offices.
MMO-58-80	Maintenance-Safety Checklist for Bulk Mail Centers.	Regional General Managers, Maintenance Management Divisions; Regional Safety Managers; Bulk Mail Centers.

Continued on p. 2

Revenue Reporting, Express Mail Same Day Airport Service

POSTAL BULLETIN 21260 (8-28-80), page 6, carried a revision to Handbook M-68, *Express Mail Methods,* 720. Containing procedures for special permit accounts for Custom Designed Service, this was amended to include Same Day Airport Service.

The following changes to 824.23, covering revenue reporting for Next Day and Same Day Airport Services, are effective immediately.

Delete Section 824.23 a. and amend 824.23 b. as follows:

a. Paid by stamps or meter postage, or through an advance deposit account under provisions of Section 730 or a special permit account under provisions of Section 720.—*Customer Services Dept., 10-30-80.*

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International Mail—Lao	6	1
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P1.3:

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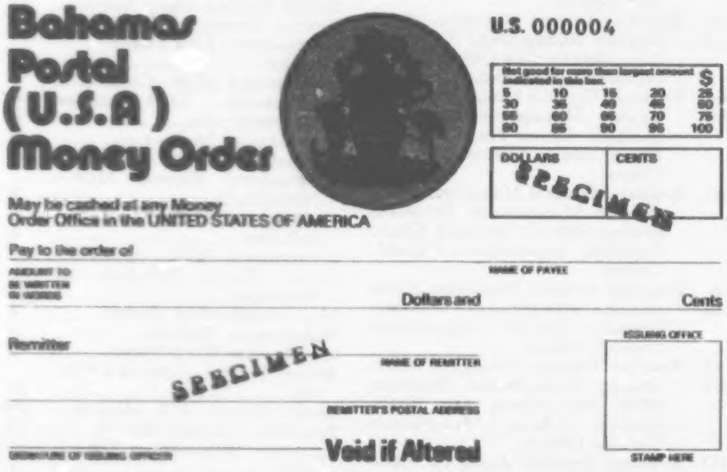
Number	*Subject*	*Distribution*
MMO–59–80.....	Portable Conveyor Safety Deficiencies Reference: MMO–17–80, Maintenance Safety Checklist for General Mail Facilities.	Regional General Managers, Maintenance Management Divisions; District Offices; Maintenance Capable Offices; Bulk Mail Centers; Sectional Center Facilities; Area Maintenance Offices; District Offices—BMEO; Regional Safety Managers.
MMO–60–80.....	Vertical Ladder Safety Marking.	All USPS Maintenance Organizations; Regional Safety Managers.
MMO–61–80.....	Safety Defects—Electric Tractors and Fork Lifts.	Regional General Managers, Maintenance Management Divisions; District Offices; Maintenance Capable Offices; Bulk Mail Centers; Sectional Center Facilities; Area Maintenance Offices; District Offices—BMEO; Regional Safety Managers.
MMO–62–80.....	Revision of SSPU Equipment Acronyms and Related Class Codes.	Class A and B Maintenance Offices.
MMO–63–80.....	Computerized Forwarding System Maintenance Support.	Regional General Managers, Maintenance Management Divisions; Districts; Computerized Forwarding System Offices.

—*Engineering & Technical Support Dept., 10–30–80.*

Bahamas Postal Money Order

By agreement between the United States and the Bahamas, domestic Bahamian postal money orders addressed to payees within the United States are acceptable for redemption at any United States post office.

This is to inform employees assigned to money order cashing duties that the domestic Bahamian postal money order form has been revised to improve security and processing. The new style money order is pale blue in color and is of the format shown in Exhibit 1. Such postal money orders are to be accepted for payment in accordance with established procedures.



Bahamas Postal (U.S.A) Money Order

U.S. 000004

Not good for more than largest amount indicated in this box. $

5	10	15	20	25
30	35	40	45	50
55	60	65	70	75
80	85	90	95	100

DOLLARS	CENTS
SPECIMEN	

May be cashed at any Money Order Office in the UNITED STATES OF AMERICA

Pay to the order of

NAME OF PAYEE

AMOUNT TO BE WRITTEN IN WORDS

Dollars and Cents

Remitter

SPECIMEN

NAME OF REMITTER

REMITTER'S POSTAL ADDRESS

SIGNATURE OF ISSUING OFFICER

Void if Altered

ISSUING OFFICE

STAMP HERE

—*Rates & Classification Dept., 10–30–80.*

SAFETY IS NO ACCIDENT

Unemployment Compensation Codes

Unemployment compensation codes (see Exhibit 611.329j. of the (Handbook P–11, *Personnel Operations*) were developed to expedite the processing of wage and separation requests (Forms ES–931) received by the postal data centers from the State Employment Security Agencies. These particular codes denote what the Postal Service believes to be the reasons for an employee's separation from the Service. It is imperative that the responsible personnel office select the unemployment compensation code that most accurately describes the reason for the employee's departure. When selecting an unemployment compensation code, the personnel office should be sure that the code selected relates to the nature of action code used, as illustrated in Table 1.

Personnel offices should enter the appropriate unemployment compensation code in element 87 of Form 50–A (Processing Copy) for *all* separations. Any additional or specific information concerning the employee's separation can be included in all unemployment compensation codes, even those that do not require variable remarks. These variable remarks (up to 100 characters) are entered on the last two lines in element 88 of Form 50–A (Processing Copy) preceded by the same unemployment compensation code identified in element 87 (see example). The use of variable remarks to elaborate on the reasons for an employee's separation is highly recommended.

There may be situations, however, when the Postal Service believes the actual reason for the employee's separation differs from the reason proposed by the employee. In these instances, the personnel office should enter code 542 (see Exhibit 611.329i. of the P–11) in either element 84, 85 or 86 of Form 50–A (Processing Copy). Code 542 will print on the final Form 50 the following statement:

> USPS reasons for employee's separation differs from employee's reason(s).

If the employee takes his/her separating Form 50 to the State Employment Security Office to file a claim for unemployment benefits, the above remark will alert the State Employment Security Agency that the employer differs concerning the reason for the employee's separation.

The proper use of unemployment compensation codes, variable remarks, and Code 542 will help to control the payment of unjustified unemployment benefits. Personnel offices should maintain a continuous channel of communication with their respective USPS State Unemployment Coordinator concerning the use of this information.

TABLE 1

Nature of Action Codes	*Acceptable Unemployment Compensation Codes*
300	601
301	612, 613
302	602, 603, 604, 605, 606, 607, 608, 614
310	649
311	615
312	651
313	620
317	616, 617, 618, 619, 621 thru 648, 650, 652, 653, 682
320	661
321	661
323	662
324	663
325	664
326	668, 669
328	670
329	671
346	672 thru 678, 680
350	679
352	681

EXAMPLE

Element 87: 602

The standard remark which was entered in Element 87: 602, reads:

> Retirement—Optional. Employee voluntarily retired to obtain retirement benefits. Eligible for optional retirement because of combination of age and service. Estimated retirement annuity per month—$———.

NOTE: This standard remark will not print out on the final Form 50.

Element 88: 602–$569

The variable remark which was entered in Element 88: *569* represents the employee's estimated retirement annuity per month and will be placed after the dollar sign ($) in the standard remarks, thus completing the U/C code message.

NOTE: If the personnel office had additional information besides the estimated annuity, as in this particular example, it could have entered it after the *569*.—*Employee Relations Dept., 10-30-80.*

Lobby Display Schedule for November

Displays in All Post Office Lobbies—All Classified Units

Posters, notices and signs mandatory for display in post office lobbies are listed in the POM 221.522. Other mandatory posters are listed below.

Title	*Issued*
Poster 74, *Packaging Pointers*	September 1978.
Your Federal Lawmakers	August 1979.

Rotating Displays—All Classified Units (CAG A–G Offices)

The November schedule of lobby poster displays for post offices with 950 or more revenue units is listed by priority below:

A=first priority, following mandatory displays; B=second priority, etc.

Priority	*Title*	*Poster No.*	*Post*	*Remove*
B	Winter Olympics Souvenir Folder	425	January 25	Continuous display.
A	1979 Mint Set	422	do	October 24.
B	The Dollar of the Future		do	
A	American Architecture	438	October 2	November 10.
A	Christmas	439	November 28	December 31.
A	Stamps & Stories 7th Edition	440	October 6	Continuous display.
A	Express Mail Next Day Service—That's Reliability.	62	November 1	December 31.
A	Good News Travels Better in a Letter with the Right ZIP	69	November 10	March 1.
A	Christmas Mail Early	2, 2A & 2B	November 10	December 24.
A	Gladys Knight & the Pips Christmas.	58	November	December 24.

NOTE.—All post offices are reminded that Poster 31–B is a mandatory posted item. A new edition (April 1979) is available at Supply Centers.

Mandatory All Offices All Units

A	Gold Medallion (counter card)	July 15	When notified

Specialized Program Displays

Using the same priority system, main post offices and classified stations and branches designated to offer specific service or participate in specialized programs will display the following items until notice is given to replace or remove them:

A	Clear Plastic Screenline Displays: '79 Mint Set: Collecting Kits; Coral Reef: Folder; Women's Mint Set; Stamps & Stories 7th Edition; Good News Travels Better in a Letter With the Right ZIP.

—*Delivery Services Dept., 10-30-80.*

Modification Work Orders

From June 14 through October 3, 1980, the following Modification Work Order was published and distributed by the Maintenance Technical Support Center, Office of Maintenance Management (MTSC/OMM):

Number	*Subject*	*Distribution*
MWO-8-80	Microkey Revision/ZMT Data Logger ECBD-1-80.	Regional General Managers, Maintenance Management Divisions; MPLSM/ZMT/ESP Offices; District Offices.

—*Engineering & Technical Support Dept., 10-30-80.*

All Contracting Officers

WAGE AND PRICE STANDARDS COMPLIANCE

Section 1-326 of Publication 41, *Postal Contracting Manual,* which implements the voluntary wage and price standards program provides that the names of companies determined not to be in compliance with the standards will be published in the BULLETIN for the convenience of contracting officers. Effective October 1, 1980, the Council on Wage and Price Stability has determined that the following companies or groups are not in compliance with the wage and price standards:

Company	*Original Date Listed*
Cement Division compliance unit of Ideal Basic Industries, Inc. P.O. Box 8789 Denver, CO 80201 DUNS Number 00-706-1385	June 15, 1979
Northwestern Steel and Wire Co. 121 Wallace Street Sterling, IL 61081 DUNS Number 00-526-3157	July 24, 1979
Mason Contractors of DuPage County P.O. Box 129 Mount Prospect, IL 60056 DUNS Number 99-106-2472	July 24, 1979
American Hoechst Corporation Route 202-206 North Somerville, NJ 08876 DUNS Number 04-578-7991	Oct. 23, 1979
SCOA Industries, Inc. (excluding foreign subsidiaries) 155 East Broad Street Columbus, OH 43215 DUNS Number 00-790-2208	Oct. 23, 1979
National Electrical Contractors Association (Oregon-Columbia Chapter) 201 S.W. Arthur Street Portland, OR 97201 DUNS Number 99-106-2480	Oct. 23, 1979
The Eureka Company 1201 East Bell Street Bloomington, IL 61701 DUNS Number 00-116-3823	Nov. 27, 1979
Portland Association of Plumbing Heating and Cooling Contractors (two noncomplying agreements) 0612 S.W. Idaho Portland, OR 97201 DUNS Number 06-509-2300	Nov. 27, 1979
Sheetmetal Association, Inc. c/o 3434 S.W. Water Avenue Portland, OR 97201 DUNS Number 99-106-2498	Nov. 27, 1979
San Diego Contracting Lathers Association 7855 Ostrow Street San Diego, CA 92111 DUNS Number 99-106-2506	Nov. 27, 1979
"All other" compliance unit of Gifford-Hill & Company, Inc. (which includes all products exclusive of transportation, irrigation and metal building products) 8435 Stimmons Freeway P.O. Box 47127 Dallas, TX 75247 DUNS Number 00-792-6496	Dec. 27, 1979
Boston Distributors, a compliance unit of Cook United, Inc. 16501 Rockside Road Cleveland, OH 44137 DUNS Number 09-449-7245	Jan. 21, 1980
National Gypsum Company 4100 First International Building Dallas, TX 75270 DUNS Number 00-138-2431	Jan. 21, 1980
Crown Central Petroleum Corp. One North Charles P.O. Box 1168 Baltimore, MD 21203 DUNS Number 00-308-2401	Mar. 25, 1980
Gust K. Newberg Company & Assoc. (out of compliance only in Will County and vicinity, Illinois) 2040 North Ashland Avenue Chicago, IL 60614 DUNS Number 00-693-1869	Mar. 25, 1980
Mid-America Regional Bargaining Association 228 North LaSalle Street Chicago, IL 60601 DUNS Number 99-106-2514	Mar. 25, 1980
Contractors Association of Will and Grundy Counties 254½ Rusy Street Joliet, IL 60435 DUNS Number 99-106-2522	Mar. 25, 1980
Residential Construction Employers Council 1010 Jorie Boulevard, Suite 112 Oak Brook, IL 60521 DUNS Number 99-106-2530	Mar. 25, 1980
Koch Fuels, Inc., a compliance unit of Koch Refining Company P.O. Box 31 Gloucester City, NJ 08030 DUNS Number 07-057-9404	Apr. 2, 1980
Church's Fried Chicken, Inc. P.O. Box BH001 San Antonio, TX 78284 DUNS Number 02-701-7417	Apr. 2, 1980
Monolith Portland Cement Co. P.O. Box 3303 Terminal Annex Suite 201 Glendale, CA 91202 DUNS Number 00-825-5580	Apr. 18, 1980
Dundee Cement Company P.O. Box 122 Dundee, MI 48131 DUNS Number 00-503-8500	May 2, 1980
Santee Portland Cement Co. S.C. Highway #53 Holly Hill, SC DUNS Number 00-336-8891	May 2, 1980
Hyatt Hotels compliance unit of Hyatt Corporation (which includes all hotels owned or managed by the Hyatt Corporation) 9701 W. Higgins Road Rosemont, IL 60018 DUNS Number 04-738-6677	May 20, 1980
Air Conditioning and Refrigeration Contractors Association 870 Market Street San Francisco, CA 94102 DUNS Number 99-106-2548	May 30, 1980
Industrial Contractors (UMIC, Inc.) P.O. Box 1005 Tiburon, CA 94920 DUNS Number 99-106-2555	May 30, 1980
Plumbing Heating Piping Employers Council 36 Tiburon Blvd. Mill Valley, CA 94941 DUNS Number 99-106-2563	May 30, 1980

Company	*Original Date Listed*
Residential Plumbing and Mechanical Contractors of North California 1545 B Palos Verdes Mall Walnut Creek, CA 94596 DUNS Number 99-106-2571	May 30, 1980
Santa Clara Valley Contractors Association 400 Reed Street Santa Clara, CA 95050 DUNS Number 99-106-2589	May 30, 1980
Burlington Northern Air Freight, Inc., a compliance unit of Burlington Northern, Inc. 4350 Von Karman Avenue New Port Beach, CA 92660 DUNS Number 05-802-0496	July 2, 1980
Hotels Division and Hotel-Casinos Division, compliance units of Hilton Hotels Corporation 9880 Wilshire Blvd. Beverly Hills, CA 90210 DUNS Number 00-693-0531 (limited to Hotels Division and Hotel-Casinos Division)	July 10, 1980
Murphy Oil, Domestic Marketing and Refining Division, a compliance unit of Murphy Oil Corporation (excluding foreign subsidiaries) 200 Jefferson Avenue El Dorado, AR 71730 DUNS Number 00-805-3712	July 15, 1980
Harris-Teeter Supermarkets, Inc., a compliance unit of Ruddick Corporation 4017 Chesapeake Drive P.O. Box 33129 Charlotte, NC 28233 DUNS Number 99-106-9287	Aug. 13, 1980
Circle K Corporation 4500 South 40th Street Phoenix, AZ DUNS Number 00-894-8143	Aug. 13, 1980
Louisville Cement Company 501 South Second Street Louisville, KY 40201 DUNS Number 00-636-6678	Sept. 17, 1980
Brown-Forman Distillers Corporation 850 Dixie Highway Louisville, KY 40201 DUNS Number 00-637-9812	Sept. 17, 1980

This list supersedes the list published in POSTAL BULLETIN 21262 (9-11-80).—*Procurement & Supply Dept., 10-30-80.*

All CAG A—H Offices

1980 Fall Philatelic Promotion

The "Philatelic Variety Show" is the theme of the Fall 1980 Promotion intended to increase the sale of philatelic products in PQ I, FY 1981. The promotion will be conducted from November 10 through 22. The products to be promoted are the 1978, 1979 and new 1980 Commemorative Mint Sets, a completely redesigned seventh edition of "Stamps & Stories", a new women's mint set, a new American Revolution collecting kit, a new Coral Reefs folder and other current stamp collecting kits. All of these products are listed on Form 1079 (August 1980), *Philatelic/Retail Products Sale and Physical Inventory Record*. The women's mint set and the Coral Reefs folder are only available for sale at Philatelic Centers and by mail order from the Philatelic Sales Division, Washington, DC 20265.

All post offices, CAGs A thru H, and their classified stations and branches are to stock and sell philatelic products during this period. Postmasters and facility managers will receive a *Marketing Guide* containing recommendations for inventory management, clerk briefings, lobby preparations and suggestions on local publicity. A kit of promotional materials also will be furnished and will include lobby and swingroom posters, counter "tent" cards, lobby merchandiser inserts and quantities of a *Marketing Guide* and a special product summary card for use by the window clerks.

This promotion requires window clerks to acquaint customers with our basic line of philatelic products and show them a sample product whenever time permits.

The promotion will be supported by special radio advertising and point-of-purchase lobby displays. Radio advertisements will be used in 10 major metropolitan areas: Boston, New York, Pittsburgh, Philadelphia, Atlanta, Dallas/Ft. Worth, Chicago, Detroit, Los Angeles, and Denver. Sixty-second radio commercials will be used during peak listening periods to stimulate customer interest and to direct customers to post offices where they can purchase philatelic products.

The availability of philatelic products is essential to the success of the Fall Promotion. All MSC managers, postmasters, and other levels of management, including retail clerk supervisors, must make sure an adequate level of philatelic products is kept at the window.

The two-week special philately promotion, "Catch the Spirit of America," which occurred during May 1980 was very successful in stimulating the retail sales of philatelic products. With the same support by field managers, their use of the *Marketing Guides* and with active participation by retail clerks, the November "Philatelic Variety Show" should be equally successful.—*Customer Services Dept., 10-30-80.*

Treasury Department Checks

The Treasury Department has advised that November supplemental security income and VA Compensation and Pension checks are to be delivered on Friday, October 31. The envelopes for both of these payments will bear the following endorsement:

POSTMASTER: Requested Delivery Day is the 31st Day of the Month

Treasury has also advised that September Civil Service Annuity, Public Debt Interest and Railroad Retirement checks are to be delivered on Saturday, November 1. These check envelopes will be endorsed as follows:

POSTMASTER: Requested Delivery Date is the 1st Day of the Month or the First Delivery Date Thereafter

Postmasters and supervisors are asked to plan to complete delivery of these checks on the dates specified above.—*Mail Processing Dept., 10-30-80.*

BUY U.S. SAVINGS BONDS

International Mail—New Hebrides

Having gained its independence, the New Hebrides is now named Vanuatu. Effective immediately, postal union mail and parcel post may be accepted for mailing to Vanuatu and should be addressed to show the country name as **Vanuatu.**

Conditions for mailing and postal rates presently prescribed in Publication 42, *International Mail,* in Table 3–15, Appendix A, and in the country information entry in Appendix B for the New Hebrides are applicable to mail sent to Vanuatu. Make a write-in change on the entries in Appendices A and B for the New Hebrides to indicate the country name change.—*Rates & Classification Dept., 10–30–80.*

International Mail—Lao

Effective immediately, surface mail service to Lao is suspended due to a lack of surface transportation. Only airmail services are currently available to Lao.

Do not accept surface mail addressed to Lao. Surface items addressed to Lao which have already been deposited should be endorsed, *Postal Service Temporarily Suspended* and returned to the sender. Send surface articles (other than post cards) addressed to Lao which do not indicate a return address to the dead letter or dead parcel post office as appropriate. Post cards without a return address are disposed of at the office where they are detected. Items sent to dead letter and dead parcel post offices will be handled in accordance with DOMESTIC MAIL MANUAL (DMM) 159.5.

In DMM 147.221c, postage refunds are authorized on mail which has been returned to the sender due to this suspension of surface mail service. Customers must file an application for a postage refund as described in DMM 147.24.—*Rates & Classification Dept., 10–30–80.*

International Mail—Chad

Because of a lack of transportation, all mail service to Chad is suspended until further notice.

All mail destined for Chad must be returned to the sender with the endorsement *Postal Service Temporarily Suspended.*

In accordance with section 147.-221C of the *Domestic Mail Manual* (DMM), postage will be refunded on mail returned due to the suspension of service. Customers seeking a refund of postage must file an application for refund in accordance with DMM 147.24.—*Rates & Classification Dept.,* 10-30-80.

International Mail—Malta

Effective immediately, recall or change of address service is available for postal union mail items addressed to Malta.

The postal administration of Malta now allows the withdrawal of or change of address on postal union mail which has been dispatched from the United States but not yet delivered to the addressee in Malta.

In Publication 42, *International Mail,* make the following changes: In 492.3, delete entry for Malta. In Appendix B, Country Information for Malta, in the Special Services—Postal Union Mail table, change the Recall or Change of Address entry to read: Available—Yes; Applicable Fee Table, Appendix A: Table 6–9; Reference: 492.

A future revision to the International Mail Manual will reflect this information.—*Rates & Classification Dept., 10–30–80.*

International Mail—Vietnam

The postal administration of Vietnam has announced that the following items are prohibited importation into Vietnam: products made from non-Vietnamese tobacco, used clothing, blankets, mosquito nets, shoes, and food items in sealed tin containers.

In Publication 42, INTERNATIONAL MAIL, in Appendix B, Country Information for Vietnam, Postal Union Mail, make a write-in addition under *Prohibitions* to reflect the above information; delete reference to used garments and tobacco under *Import Restrictions.*—*Rates & Classification Dept., 10–30–80.*

International Express Mail—Netherlands

Effective immediately, the United States Postal Service will exchange International Express Mail items containing merchandise with the Netherlands. For rates, see Exhibits A and B on page 7 of this Bulletin. The following regulations and procedures apply.

Inbound

International Express Mail items from the Netherlands which contain merchandise shall receive prompt customs examination. After such customs examination, each International Express Mail item containing merchandise will bear either (1) an endorsement such as *Passed Free U.S. Customs,* indicating that the item does not contain dutiable matter, or (2) the red adhesive Treasury Department envelope containing Customs Form 3419, *Customs Mail Entry,* indicating that the item contains dutiable matter.

Postal employees at delivering post offices shall promptly examine all incoming International Express Mail items to detect items bearing Customs Form 3419 and shall deliver such items pursuant to the delivery procedures for dutiable mail.

Postage due stamps in the amount of $1 must be applied to items bearing Customs Form 3419 to ensure collection of the required fee for articles on which customs duty is collected.

Outbound

Customers may send merchandise to the Netherlands in either the Custom Designed or On-Demand International Express Mail Service. Customers sending merchandise (regardless of weight) must complete and attach Form 2966–A, *Parcel Post Customs Declaration—United States of America.* All other items must be accompanied by a Customs Declaration, Form 2976.

International Express Mail is insured against loss, damage, or rifling at no additional cost. Indemnity will be paid by the USPS as provided in DOMESTIC MAIL MANUAL 294, except that International Express Mail items are not insured against delay in delivery and indemnity will not be made in the event of delay.

Acceptance employees shall refer to Appendix B, Publication 42, *International Mail*, to ensure that the item does not contain articles which fall within the prohibitions and restrictions listed in the country information entry for the Netherlands. Complete appropriate sections of mailing labels and of the customs declaration.

A future issue of the INTERNATIONAL MAIL MANUAL will include this information.

NETHERLANDS

INTERNATIONAL EXPRESS MAIL

Exhibit A

CUSTOM DESIGNED SERVICE

POUNDS (up to and including)	ZONE TO INTERNATIONAL EXCHANGE OFFICE 3	4	5	6	7	8	9
1	$27.85	$27.88	$27.92	$27.96	$28.00	$28.05	$28.10
2	29.92	29.98	30.06	30.14	30.22	30.32	30.42
3	31.99	32.08	32.20	32.32	32.44	32.59	32.74
4	34.06	34.18	34.34	34.50	34.66	34.86	35.06
5	36.13	36.28	36.46	36.68	36.88	37.13	37.38
6	38.20	38.38	38.62	38.86	39.10	39.40	39.70
7	40.27	40.48	40.76	41.04	41.32	41.67	42.02
8	42.34	42.58	42.90	43.22	43.54	43.94	44.34
9	44.41	44.68	45.04	45.40	45.76	46.21	46.66
10	46.48	46.78	47.18	47.58	47.98	48.48	48.98
11	48.55	48.88	49.32	49.76	50.20	50.75	51.30
12	50.62	50.98	51.46	51.94	52.42	53.02	53.62
13	52.69	53.08	53.60	54.12	54.64	55.29	55.94
14	54.76	55.18	55.74	56.30	56.86	57.56	58.26
15	56.83	57.28	57.88	58.48	59.08	59.83	60.58
16	58.90	59.38	60.02	60.66	61.30	62.10	62.90
17	60.97	61.48	62.16	62.84	63.52	64.37	65.22
18	63.04	63.58	64.30	65.02	65.74	66.64	67.54
19	65.11	65.68	66.44	67.20	67.96	68.91	69.86
20	67.18	67.78	68.58	69.38	70.18	71.18	72.18
21	69.25	69.88	70.72	71.56	72.40	73.45	74.50
22	71.32	71.98	72.86	73.74	74.62	75.72	76.82
23	73.39	74.08	75.00	75.92	76.84	77.99	79.14
24	75.46	76.18	77.14	78.10	79.06	80.26	81.46
25	77.53	78.28	79.28	80.28	81.28	82.53	83.78
26	79.60	80.38	81.42	82.46	83.50	84.80	86.10
27	81.67	82.48	83.56	84.64	85.72	87.07	88.42
28	83.74	84.58	85.70	86.82	87.94	89.34	90.74
29	85.81	86.68	87.84	89.00	90.16	91.61	93.06
30	87.88	88.78	89.98	91.18	92.38	93.88	95.38
31	89.95	90.88	92.12	93.36	94.60	96.15	97.70
32	92.02	92.98	94.26	95.54	96.82	98.42	100.02
33	94.09	95.08	96.40	97.72	99.04	100.69	102.34

NOTES: 1) Rates in this table are applicable to each piece of International Custom Designed Express Mail shipped under a Service Agreement providing for tender by the customer at a Designated Post Office.

2) Pick-up is available under a Service Agreement for an added charge of $5.25 for each pick-up stop, regardless of the number of pieces picked up. Domestic and International Express Mail picked up together under the same Service Agreement incurs only one pick-up charge.

3) If tendered at origin airport mail facility, deduct $3.00 from these rates.

Exhibit B

ON DEMAND SERVICE

POUNDS (up to and including)	ZONE TO INTERNATIONAL EXCHANGE OFFICE 3	4	5	6	7	8	9
1	$17.57	$17.60	$17.64	$17.68	$17.72	$17.77	$17.82
2	19.64	19.70	19.78	19.86	19.94	20.04	20.14
3	21.71	21.80	21.92	22.04	22.16	22.31	22.46
4	23.78	23.90	24.06	24.22	24.38	24.58	24.78
5	25.85	26.00	26.20	26.40	26.60	26.85	27.10
6	27.92	28.10	28.34	28.58	28.82	29.12	29.42
7	29.99	30.20	30.48	30.76	31.04	31.39	31.74
8	32.06	32.30	32.62	32.94	33.26	33.66	34.06
9	34.13	34.40	34.76	35.12	35.48	35.93	36.38
10	36.20	36.50	36.90	37.30	37.70	38.20	38.70
11	38.27	38.60	39.04	39.48	39.92	40.47	41.02
12	40.34	40.70	41.18	41.66	42.14	42.74	43.34
13	42.41	42.80	43.32	43.84	44.36	45.01	45.66
14	44.48	44.90	45.46	46.02	46.58	47.28	47.98
15	46.55	47.00	47.60	48.20	48.80	49.55	50.30
16	48.62	49.10	49.74	50.38	51.02	51.82	52.62
17	50.69	51.20	51.88	52.56	53.24	54.09	54.94
18	52.76	53.30	54.02	54.74	55.46	56.36	57.26
19	54.83	55.40	56.16	56.92	57.68	58.63	59.58
20	56.90	57.50	58.30	59.10	59.90	60.90	61.90
21	58.97	59.60	60.44	61.28	62.12	63.17	64.22
22	61.04	61.70	62.58	63.46	64.34	65.44	66.54
23	63.11	63.80	64.72	65.64	66.56	67.71	68.86
24	65.18	65.90	66.86	67.82	68.78	69.98	71.18
25	67.25	68.00	69.00	70.00	71.00	72.25	73.50
26	69.32	70.10	71.14	72.18	73.22	74.52	75.82
27	71.39	72.20	73.28	74.36	75.44	76.79	78.14
28	73.46	74.30	75.42	76.54	77.66	79.06	80.46
29	75.53	76.40	77.56	78.72	79.88	81.33	82.78
30	77.60	78.50	79.70	80.90	82.10	83.60	85.10
31	79.67	80.60	81.84	83.08	84.32	85.87	87.42
32	81.74	82.70	83.98	85.26	86.54	88.14	89.74
33	83.81	84.80	86.12	87.44	88.76	90.41	92.06

NOTES: 1) Pick-up is available under a Service Agreement for an added charge of $5.25 for each pick-up stop, regardless of the number of pieces picked up. Domestic and International Express Mail picked up together under the same Service Agreement incurs only one pick-up charge.

Express Mail On-Demand items are permitted to the following destinations. Aalsmeer, Alblasserdam, Alkmaar, Almelo, Alphen a/d Rijn, Amersfoort, Ammerzoden, Amstelveen, Amsterdam, Apeldoorn, Arnhem, Assen, Badhoevedorp, Barendrecht, Beek Lb, Bergen op Zoom, Bergum, Beverwijk, Bilthoven, Bodegraven, Bolsward, Boxmeer, Boxtel, Breda, Breukelen, Bussum, Capelle a/d IJssel, Culemborg, Dalfsen, Delft, Den Helder, Deventer, Dordrecht, Driebergen-Rijsenburg, Ede Gld, Eindhoven, Elst Gld, Emmeloord, Emmen, Enschede, Etten-Leur, Gameren, Geldermalsen, Geleen, Gilze, Gorinchem, Gouda, 's-Gravenhage (= Den Haag, = The Hague), Groningen, Haarlem, Haren Gn, Heemstede, Heerenveen, Heerlen, Helmond, Hendrik-Ido-Ambacht, Hengelo Ov, 's-Hertogenbosch, Heteren, Hilversum, Hoofddorp, Hoogezand, Hoogvliet Rt, Hulst Zld, Kaatsheuvel, Kerkrade, Krommenie, Leerdam, Leeuwarden, Leiden, Leidschendam, Lisse, Loenen a/d Vecht, Loenen Gld, Maarssen, Maassluis, Maastricht, Middelburg, Monster, Mijdrecht, Nieuw Vennep, Noordwijk Zh, Nijkerk Gld, Nijmegen, Oegstgeest, Oldenzaal, Oosterhout Nb, Oosthuizen, Oss, Oud-Beijerland, Papendrecht, Purmerend, Ridderkerk, Roden, Roermond, Roosendaal, Rotterdam, Rijswijk Zh, Sassenheim, Scheveningen, Schiedam, Schiphol, Sittard, Sliedrecht, Sneek, Soest, Stadskanaal, Steenbergen, Tegelen, Ter Apel, Tiel, Tilburg, Udenhout, Uithoorn, Ulft, Utrecht, Veendam, Veenendaal, Veghel, Veldhoven, Venlo, Venray, Vianen Zh, Voorburg, Voorschoten, Waddinxveen, Wageningen, Weert, Weesp, Woerden, Wormerveer, IJmuiden, IJsselstein Ut, Zaandam, Zaltbommel, Zevenbergen, Zoetermeer, Zundert, Zwanenburg, Zwolle, Zwijndrecht.

—Rates & Classification Dept., 10–30–80.

DMM Revision

Mail Classification Center

A new Mail Classification Center (MCC) will be established at the Brooklyn, New York Post Office on January 1, 1981, to alleviate the heavy workload now handled by the New York Mail Classification Center. Some three-digit ZIP Code areas which are currently served by the New York MCC will be served by the MCC at Brooklyn.

Effective January 1, 1981, the New York City MCC listing in Domestic Mail Manual (DMM) 132 is amended to read as follows:

New York, NY 10001; New York City, 090–100
Brooklyn, NY 11201:
Caribbean, 006–009
Staten Is., 103
Long Is., 104, 110–119

This amendment will be incorporated in a future DMM revision.—*Rates & Classification Dept., 10–30–80.*

International Mail—Customs Documentation

In order that postal employees may better assist customers in properly preparing packages for mailing overseas, the following summary of customs declaration requirements applicable to international mail items is presented:

Postal Union Mail

Letter packages—maximum weight limit to all countries except Canada—4 pounds; to Canada only—60 pounds.

Small packets to Australia, Bolivia, Burma, Canada, and Colombia—maximum weight limit 1 pound; to all other countries—2 pounds.

A single green customs label C1, Form 2976, must be completed and placed by the sender on the address side of:

1. each letter package containing dutiable merchandise;
2. each small packet;
3. each package of dutiable printed matter.

If the sender does not wish to describe the contents of the item on the outside wrapper, or if the contents exceed $120 in value, then only the upper portion of label C1, Form 2976, is placed on the outside of the package. In these instances, Form 2976–A, *Customs Declaration*, is completed by the sender and enclosed inside the package.

Parcel Post (Maximum weight limit generally 22 or 44 pounds).

All international parcel post must bear Form 2966–A, *Parcel Post Customs Declaration*. In addition to Form 2966–A some countries require either Form 2966, *Customs Declaration* (tie-on-tag), on Form 2972, *Dispatch Note*, or both, on each parcel post package. Exhibit A on page 9 shows the forms required for parcel post packages to specified countries.

Under no circumstances are parcel post customs declaration forms to be used on postal union mail nor are forms for postal union mail to be used on parcel post. Failure to use proper forms causes delay in dispatch and delivery of mail.—*Rates & Classification Dept., 10–30–80.*

INTERNATIONAL FIRST FLIGHT CACHET

On November 30, 1980, Braniff International Airways will begin first flight service from Houston and Dallas/Fort Worth, Texas, to Toronto and Montreal, Canada.

Official cachet and philatelic treatment are authorized as outlined in POSTAL OPERATIONS MANUAL 244.63.

To prepare and send covers for official philatelic treatment for this service, observe the following procedures:

1. Address all covers.
2. Applicable rate of postage per cover is 15 cents for the first ounce; 13 cents for each additional ounce up to twelve ounces.
3. Allow a clear space, 2½ by 2½ inches, on the lower portion of the envelope and to the left of the address, for the cachet.
4. Provide an additional clear space of 1⅛ inches to the left of the inner most stamp to permit a clear postmark.
5. Include in each envelope a uniform enclosure of the approximate thickness of a postal card to assure a good impression.
6. Enclose the prepared covers in another envelope, indicate segment desired by pencil notation in the upper right hand corners of the covers, and address the outer envelope as follows:

Cachets to be applied by	*Send Covers to*
Houston City Post Office	Postmaster Main Post Office Houston, TX 77201
Houston Airport Mail Facility	Operations Manager Airport Mail Facility Houston, TX 77205
Dallas City Post Office	Postmaster General Post Office Dallas, TX 75260 Attn: Supervisor, Customer Service Representative
Fort Worth City Post Office	Postmaster Fort Worth, TX 76101
Dallas/Fort Worth Airport Mail Facility	Operations Manager Airport Mail Facility Dallas/Fort Worth Regional Airport Dallas, TX 75261

7. Endorse the lower left corner of the outer envelope containing the covers with the words *First Flight Covers* for easy identification.
8. Mail the covers to reach the office applying the cachet no later than three days prior to the scheduled date of the flight.
9. Aerogrammes and postal cards will not be accepted.

Covers bearing previous postmarks and those not properly prepared in accordance with these instructions will not receive cachets or cancellations.

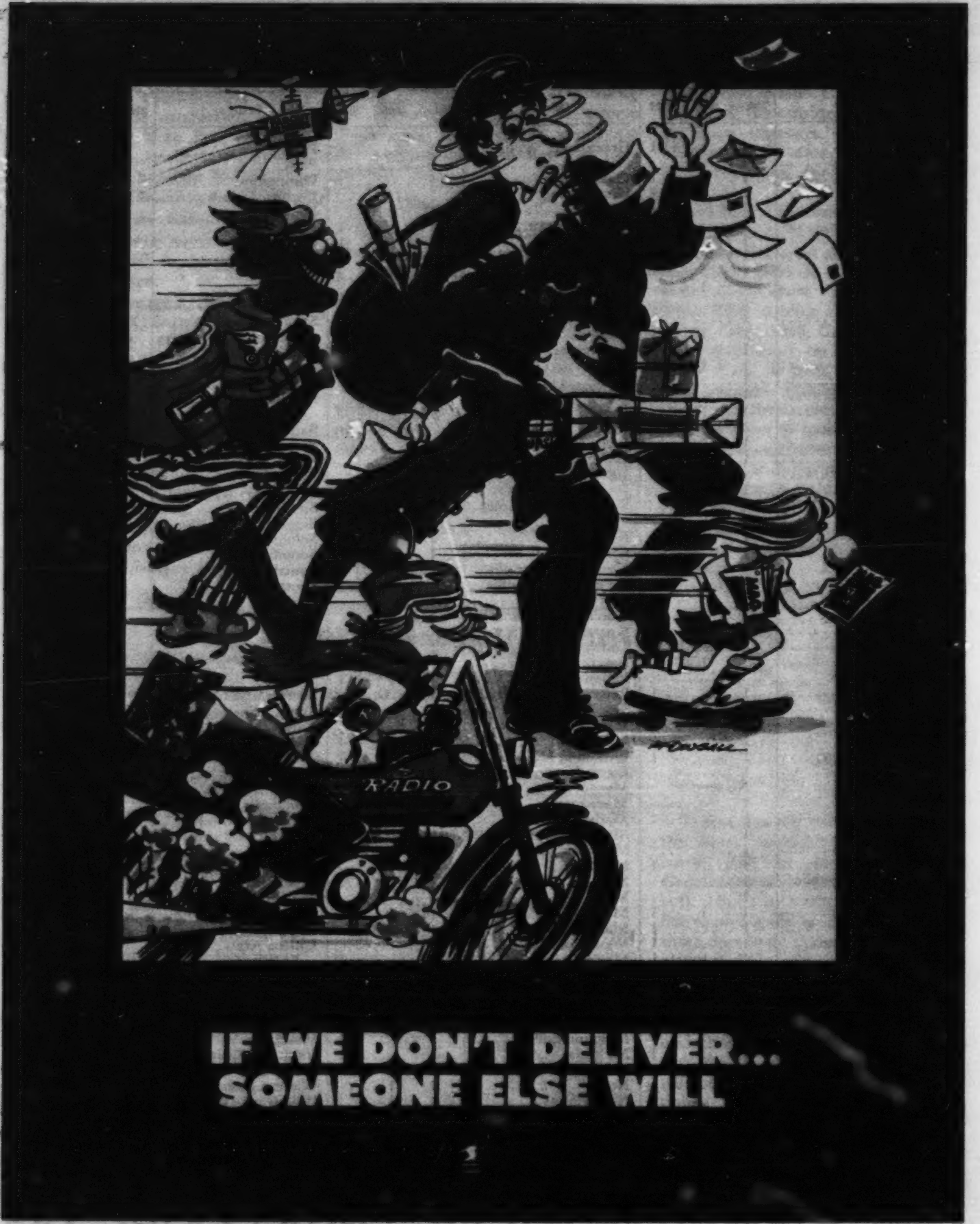
There will be a limit of 50 covers per customer per flight.—*Customer Services Dept., 10–30–80.*

PILE SACKS EVENLY TO AVOID DAMAGE AND TO CONSERVE SPACE

Exhibit A

PARCEL POST CUSTOMS DECLARATION FORMS

Country	2966-A	2966	2972
Afghanistan	1		1
Albania	1		
Algeria	1	1	1
Andorra	1		1
Angola	1		1
Argentina	1	1	1
Ascension	1		
Australia	1		
Austria	1	1	1
Azores	1	1	
Bahamas	1		
Bahrain	1		1
Bangladesh	1	1	1
Barbados	1		
Belgium	1	1	1
Belize	1		
Benin	1		
Bermuda	1		
Bhutan	No service		
Bolivia	1	1	
Botswana	1		
Brazil	1	1	1
Brunei	1		
Bulgaria	1		
Burma	1		1
Burundi	1	1	1
Cameroon	1		
Canada	1		
Cape Verde	1		1
Cayman	1		
Central African Empire	1		
Chad	No service		
Chile	1	1	
China, People's Republic of	1	2	1
Colombia	1	1	1
Comoro, State of	1		
Congo	1		
Corsica	1		1
Costa Rica	1		
Cuba	No service		
Cyprus	1		
Czechoslovakia	1		
Denmark	1		
Djibouti	1		
East Timor	1		1
Dominican Republic	1		
Ecuador	1		
Egypt	1	1	1
El Salvador	1		1
Equatorial Guinea	1		1
Estonia	1	1	1
Ethiopia	1		
Faeroe Islands	1		
Falkland Islands	1		
Fiji	1		
Finland	1		
France	1	1	1
French Guinea	1		
French Polynesia	1		
Gabon	1		
Gambia	1		
German Democratic Republic (East Germany)	1	1	1
German Federal Republic (West Germany)	1	1	1
Ghana	1		
Gibraltar	1		
Great Britain	1		
Greece	1		1
Greenland	1		
Grenada	1		
Guadeloupe	1		
Guatemala	1		
Guinea	1		
Guinea-Bissau	1		1
Guyana	1		1
Haiti	1		
Honduras	1		
Hong Kong	1		
Hungary	1		1
Iceland	1	1	
India	1	1	
Indonesia	1	1	
Iran	1	1	1
Iraq	1	1	1
Ireland	1		
Israel	1	1	1
Italy	1	1	1
Ivory Coast	1		
Jamaica	1		
Japan	1		
Jordan	1		1
Kampuchea (Khmer Republic)	No service		
Kenya	1		
Kiribati	1		
Korea (Democratic People's Republic of)	No service		
Korea (Republic of)	1		
Kuwait	1		1
Lao	1		1
Latvia	1	1	1
Lebanon	1	1	1
Leeward Islands	1		
Lesotho	1		
Liberia	1		
Libya	1		1
Lithuania	1	1	1
Luxembourg	1	1	1
Macao	1		
Madagascar	1		
Madeira Islands	1	1	1
Malawi	1		
Malaysia	1		
Maldives	1		
Mali	1		
Malta	1		
Martinique	1	1	
Mauritania	1		
Mauritius	1		
Mexico	1		
Monaco	1	1	1
Mongolian People's Republic	No service		
Morocco	1		
Mozambique	1		1
Namibia	1		
Nauru	1		
Nepal	1	1	
Netherlands	1	1	1
Netherlands Antilles	1	1	
New Caledonia	1		
New Zealand	1		
Nicaragua	1		
Niger	1		
Nigeria	1		
Norway	1	1	
Oman	1		1
Pakistan	1	1	1
Panama	1	1	
Papua-New Guinea	1		
Paraguay	1		1
Peru	1	1	
Philippines	1		
Pitcairn Islands	1		
Poland	1	1	
Portugal	1	1	
Qatar	1		1
Reunion	1		1
Rumania	1		1
Rwanda	1	1	1
St. Helena	1		
St. Pierre and Miquelon	1		
St. Thomas and Principe (Dem. Rep.)	1		1
St. Vincent and the Grenadines	1		
San Marino	1	1	1
Santa Cruz Islands	1		
Saudi Arabia	1	1	1
Senegal	1		
Seychelles	1		
Sierra Leone	1		
Singapore	1		
Solomon Islands	1		
Somalia (No)	1		
Somalia (So)	1		1
South Africa	1		
Spain	1	1	1
Sri Lanka	1		1
Sudan	1		1
Suriname	1	1	1
Swaziland	1		
Sweden	1	1	
Switzerland	1	1	1
Syria	1	1	1
Taiwan	1	1	
Tanzania	1		
Thailand	1		
Togo	1		
Tonga	1		
Trinidad and Tobago	1		
Tristan Da Cunha	1		
Tunisia	1		1
Turkey	1		1
Turks and Caicos Islands	1		
Tuvalu	1		
Uganda	1		
U.S.S.R	1	1	1
United Arab Emirates	1		1
Upper Volta	1		
Uruguay	1	1	1
Vanuatu	1		
Vatican City	1		
Venezuela	1	1	1
Vietnam, Socialist Republic of	No service		
Western Samoa	1		
Windward Islands	1		
Yemen Arab Republic (Sanaa)	1		
Yemen, People's Dem. Rep. of (Aden)	1		
Yugoslavia	1		
Zaire	1	1	1
Zambia	1		
Zimbabwe	1		


RADIO
IF WE DON'T DELIVER...
SOMEONE ELSE WILL

HEALTH BENEFITS OPEN SEASON

This article supplements the information in POSTAL BULLETIN 21267 (10-16-80) concerning health benefits open season.

A. Brochures

Due to the revised distribution system implemented by the Office of Personnel Management (OPM) for the 1980 open season, the supply centers received a very limited quantity of health benefits brochures.

1. The supply centers will not make an automatic distribution of the brochures for the Rural Carrier (BRI 41-30) and NAPUS (BRI 41-310) health plans. The supply centers will make an automatic distribution of the summary sheets (BRI 41-331(30) and BRI 41-331(310)), which provide a general description of the benefits offered by these plans. Installations should distribute these summaries to every employee who is eligible to enroll in these plans. Only rural letter carriers are eligible to enroll in the Rural Carrier Plan, and only active or retired postmasters, Officers-in-Charge, or persons designated to carry out the duties of a postmaster, are eligible to enroll in the NAPUS Plan.

If after reviewing the summary sheet, an employee requests a brochure for the plan, the employing office should requisition the brochure from the appropriate supply center on Form 7380, *Requisition for Supplies*. A self-addressed mailing label should be included with the requisition. The supply centers will forward the requested brochures upon receipt of the requisition. Both the Rural Carrier and NAPUS Plans distributed 1981 brochures to all employees enrolled in their plan during 1980. Therefore, the brochures should only be requested for eligible employees who are considering enrolling in one of these plans.

If the employee does not receive the brochure for review during open season, the installation should process a late registration as described in the EMPLOYEE AND LABOR RELATIONS MANUAL (ELM) 523.2. (See POSTAL BULLETIN 21267, 10-16-80, page 11, G.2.)

2. If, after examining the benefits summaries for the other plans, an employee is interested in enrolling in or changing to a particular plan, the brochure for that plan should be made available to the employee for review. Employing offices should maintain close control over the brochures loaned to employees for review.

3. Employees who decide to remain in or change to a government-wide or comprehensive plan must be given a 1981 brochure of the plan in which enrolled by January 1, 1981. The method for distributing these brochures is left to the discretion of each employing office.

Employees enrolled in employee-organization plans will receive their 1981 brochures directly from the organization.

B. Distribution of Material to Employees

Add the following materials for distribution to all eligible employees to POSTAL BULLETIN 21267 (10-16-80) page 10, item F.1: (See A.1 of this BULLETIN for eligibility requirements for f. and g.)

e. BRI 41-331(305), Postal Supervisors Health Benefit Plan

f. BRI 41-331(30), Rural Carrier Benefit Plan

g. BRI 41-331(310), NAPUS Health Benefit Plan

C. Comparison Charts

The OPM has developed comparison charts of all the health plans offered under the Federal Employees Health Benefits Program. Chart BRI 41-343 contains a comparison of the government-wide and employee organization plans. Charts BRI 41-344 through 353 contain comparisons of the comprehensive plans. The comprehensive plans were consolidated by state as follows:

BRI 41-344—CT, MA, ME, NH, RI, VT (1 page)
BRI 41-345—NY, NJ, PR (2 pages)
BRI 41-346—DE, DC, MD, VA, WV (1 page)
BRI 41-347—PA (1 page)
BRI 41-348—AL, AR, FL, GA, KY, LA, MS, NC, OK, SC, TN, TX, NM (1 page)
BRI 41-349—MN, WI (1 page)
BRI 41-350—IL, IN, OH, MI (2 pages)
BRI 41-351—CO, IA, KS, MO, MT, NE, ND, SD, UT, WY (1 page)
BRI 41-352—AZ, CA, HI, NV, GU (2 pages)
BRI 41-353—ID, OR, WA (1 page)

Each postal installation will receive 1 copy of BRI 41-343 and 2 copies of the appropriate comprehensive chart. It is requested that BRI 41-343 and one of the comprehensive charts be posted in the lobby of each post office. The other comprehensive chart should be posted with Notice 170 (See D). These comparison charts contain the rates for government employees, not postal employees. Therefore, it is requested that BRI 41-212(PS), 1981 Withholding Rates for Postal Employees, be posted in the lobby beside BRI 41-343 and the comprehensive chart.

D. Notice 170

Notice 170, *Postal Summary of Health Benefits Plans (CY 1981)*, was developed from OPM's BRI 41-343. Notice 170 compares the government-wide and employee organization plans available to postal employees, and contains the applicable postal rates.

Employing offices are requested to post Notice 170 in a central location which is accessible to all employees. A copy of the appropriate comparison chart of the comprehensive plans and BRI 41-212(PS) should be posted beside Notice 170.

E. Timely Processing of Open Season Forms

Installations are reminded to quickly and accurately process SF 2809's and 2810's, and forward them on a daily basis to the appropriate Postal Data Center (PDC). PDC's are reminded to transmit the carrier copy of SF 2809's and 2810's to the appropriate carrier on SF 2811 on a daily or weekly basis, depending upon the volume in the payroll office. Under no circumstances should SF 2809's and SF 2810's be accumulated longer than one week.—*Employee Relations Dept., 10-30-80.*

CHRISTMAS MAIL EARLY CAMPAIGN

The 1980 Christmas Mail Early Campaign kits are being distributed to all post offices CAG A through J. The kits are being mailed in 12" x 15" padded bags with the endorsement *Open Immediately—1980 Christmas Mail Early Kit* at the lower left corner. Postmasters and station managers should open the kits as soon as they are received and begin using the materials.

The kits will be divided into two categories:

Kit A

All main offices will receive:

Item	*Quantity*
Cover letter from Mr. Bolger	1
Postmaster News Media Kit	1
Retailers & Postmasters Guide	1
Christmas Posters:	
2 (24" x 36")	2
2A (17" x 22")	5
2B (8½" x 11")	15
Philatelic Postmasters Guide	1
Philatelic Window Clerk Guide	5
Packaging Pointers/Poster 74 (17" x 22")	1
Packaging Pointers/Brochure Publication 227	5

Kit B

All classified stations and branches will receive:

Item	*Quantity*
Instructional Cover Letter	1
Christmas Posters:	
2 (24" x 36")	2
2A (17" x 22")	5
2B (8½" x 11")	15
Philatelic Postmasters Guide	1
Philatelic Window Clerks Guide	5
Packaging Pointers/Poster 74 (17" x 22")	1
Packaging Pointers Brochure/Publication 227	5

This year the American Retail Federation and the National Association of Greeting Card Publishers are supporting the Postal Service's efforts to encourage the public to *Shop Early—Mail Early* by notifying their members of the availability of Christmas posters at local post offices. Extra copies of Poster 2B (8½" x 11") are included in the kit and should be distributed to retailers.

Additional quantities of the Christmas posters and the Packaging Pointers posters and brochures will be stocked in the supply centers.

In addition to local post office promotional activities, a national public service advertising campaign will be conducted. This year's ads will include TV, radio and recording personalities such as Bob & Ray, Robert Merrill, Louie Nye, and Gladys Knight and the Pips, encouraging the public to *Make Christmas merrier—Mail Early this year.* These ads will appear on radio, television, and in newspapers and magazines.

The Christmas Mail Early Campaign has been a success for several years. The publicity generated by post offices and national advertising has helped during past holiday seasons. Continued support from all offices will assure that the 1980 campaign will again encourage customers to mail early and frequently in the month of December.—*Customer Services Dept., 10-30-80.*

UNIFORM PROGRAM—LICENSED VENDOR LISTING

Each of the following uniform vendors has received a vendor's license since distribution of Publication 136, *Licensed Vendor Listing*. These lists must be posted where they are readily available for employees to read.

Charm Service Uniform, Inc.	**1926 Fremont Place, SW**	**Canton**	**OH 44706**
Jack's Army Store	**425–427 Market Street**	**Chattanooga**	**TN 37402**
Knapp Aero Shoe Retail Store	**1529 W. Prince Road**	**Tucson**	**AZ 85705**
Knapp Retail Store	**3010 Spring Garden Street**	**Greensboro**	**NC 27408**
Krug's Industries	**695 Anderson Avenue**	**Cliffside Park**	**NJ 07010**
Rip's Uniform Service	**901 NW—31st Avenue**	**Pompano Beach**	**FL 33060**
Schwartz Mens Shop	**162 Main Street**	**Highland Falls**	**NY 10928**
Shoe Village Inc.	**700 Boston Road**	**Billerica**	**MA 01821**
Tri-State Uniforms	**1617 Congress Hill Lane**	**Fairfield**	**OH 45014**

—*Labor Relations Dept., 10-30-80.*

POST OFFICE CHANGES NO. 30

(Supplemental to 1980 National ZIP Code and Post Office Directory.)

Abbreviations: B=Branch. C=City Delivery. Conv.=Converted. CPO=Community Post Office. Disc.=Discontinued. Estab.=Established. F=Finance. Fac.=Facility. I=Independent Post Office. IC=Independent City. MOU=Money Order Unit. MPO=Main Post Office. MR=Mailing Restrictions (from Part 125 DMM) apply. NP=Nonpersonnel. NZCD=National ZIP Code and Post Office Directory. P=Postal facility discontinued, name retained for address purposes. Resc.=Rescinded. S=Station. x=Classified. (Contract stations and branches do not have the symbol "x" following the symbol of type of installation.)
Symbols: (1)=Officially closed on date shown. Notice is for administrative record purposes. (2)=Officially established on date shown. Notice is for administrative record purposes. (3)=All services previously terminated. Date shown is official discontinued date for administrative purposes.

State	Name of post office	County/parish	Name of station, branch, or unit	Type S/B	ZIP Code	Change action	Effective date	Explanation of change
AZ	Tucson	Pima	Emery Park	Sx	85706	Delete	9-22-80	Sx name changed.
AZ	do	do	Mission	Sx	85706	Add	9-22-80	
CA	Orange	Orange	Villa Park	CPO	92667	Delete	9- 3-80	CPO disc. Retain Zip Code. (1).
CA	Lancaster	Los Angeles	Roosevelt Corner	CPO	93534	Delete	3- 6-79	
CO	Aurora	Adams	East Ridge	S	80014	Add	10-10-77	S estab. (2).
CO	Colorado Springs	El Paso	Templeton	Sx	80936	Add	7- 1-80	Sx estab. (2).
CO	Hideaway Park	Grand		I	80450	Delete	10-31-80	PO disc. Change ZIP Code only. Continue address of Hideaway Park, CO. (1).
CO	do	do		P	80482	Add	10-31-80	
DE	New Castle	New Castle	Hamilton Park	B	19720	Delete	10- 1-80	B disc. Retain ZIP Code. (1).
DC	Washington	DC	Marlow Heights	B	20031	Delete	10- 1-80	B disc. Retain ZIP Code. (1)
FL	Naples	Collier	North Naples	B	33940	Add	10- 1-80	B estab. (2)
ME	Portland	Cumberland	West End	S	04101	Delete	9-15-80	S disc. Retain ZIP Code. (1)
MD	Annapolis	Anne Arundel	West End	B	21401	Delete	10- 1-80	B disc. Retain ZIP Code. (1)
NJ	Caldwell	Essex	Fairfield	B	07006	Delete	5-31-79	B disc. Retain ZIP Code. (1)
NJ	Carteret	Middlesex	West Carteret	S	07008	Add	5- 1-79	S estab. (2)
NJ	Lakewood	Ocean	Leisure Square Mall	B	08701	Delete	9-15-80	B disc. Retain ZIP Code. (1)
NJ	Moorestown	Burlington	Ramblewood	B	08057	Delete	10- 1-80	B disc. Retain ZIP Code.(1)
NJ	Secaucus	Hudson	Plaza	Sx	07094	Add	4-17-80	Sx estab. (2)
NY	Bronx	Bronx	Dreiser Loop	Sx	10475	Add	3-10-80	Sx estab. (2)
NY	Middletown	Orange	Scotchtown	B	10940	Add	12- 1-79	B estab. (2)
PA	Bethel Park	Allegheny	Hillcrest	S	15102	Delete	10- 1-80	S disc. Retain ZIP Code.(1)
PA	Bethlehem	Northampton	Fountain Hill	B	18015	Add	7-31-80	B estab.(2)
PA	Bloomsburg	Columbia	Espy	B	17815	Delete	10- 1-80	B disc. Retain ZIP Code.(1)
PA	Boyertown	Berks	Shanesville	CPO	19553	Delete	12-31-79	CPO and ZIP Code disc. (1)
PA	Camp Hill	Cumberland	Lower Allen	B	17011	Delete	10- 1-80	B disc. Retain ZIP Code. (1)
PA	Coraopolis	Allegheny	West Hills	B	15108	Delete	10- 1-80	
PA	Hazleton	Luzerne	Harwood Mines	CPO	18201	Delete	10- 1-80	CPO disc. Retain ZIP Code. (1)
PA	Mount Carmel	Northampton	Atlas	B	17851	Delete	10- 1-80	B disc. Retain ZIP Code. (1)
PA	Cyclone	McKean	Ormsby	CPO	16741	Delete	9-26-79	CPO and ZIP Code disc. (1)
PA	Tremont	Schuylkill	Zerbe	CPO	17981	Delete	10- 1-80	CPO disc. Retain ZIP Code. (1)
SD	Buffalo	Harding	Ladner	CPO	57753	Delete	9- 6-80	CPO and ZIP Code disc. (1)
TX	Auston	Travis	Balcones	Sx	78755	Add	1- 1-81	Sx estab. (2)
TX	Amarillo	Carson	Pantex	CPO	79068	Delete	9- 9-80	CPO and ZIP Code disc. (1)
TX	Fort Worth	Tarrant	Benbrook	B	76126	Delete	4-30-80	B disc. Retain ZIP Code. (1)
TX	Lampasas	Lampasas	Adamsville	CPO	76510	Delete	3-31-80	CPO and ZIP Code disc. (1)
TX	Lewisville	Denton	The Colony	Sx	75056	Add	8-14-80	Sx estab. (2)
TX	San Angelo	Tom Green	Herring	S	76901	Add	8-18-79	S estab. (2)
UT	Sandy	Salt Lake	Alta	CPO	84070	Delete	1- 1-81	CPO ZIP Codes changed. Sandy, UT, will become a multi-coded PO, 1-1-81. Other ZIP Code changes include 84091 for PO boxes, 84070 and 84092 for street addresses
UT	do	do	do	CPO	84092	Add	1- 1-81	
UT	do	do	Snowbird	CPO	84090	Delete	1- 1-81	
UT	do	do	do	CPO	84092	Add	1- 1-81	
VA	Hampton	IC	Southampton	S	23669	Delete	10- 1-80	S disc. Retain Zip Code. (1)
VA	Suffolk	IC	Hobson	Sx	23436	Delete	10- 1-80	Sx disc. Retain ZIP Code. (1)
WI	Woodruff	Oneida	Arbor Vitae	CPO	54510	Delete	5- 9-80	CPO and ZIP Code disc. (1)

—*Delivery Services Dept., 10-30-80.*

1980 STAMPS MINT SET

The 1980 Commemorative Mint Set will go on sale at over 15,000 stamp collecting centers and philatelic centers on Saturday, November 1, 1980. This year's attractive cover features the engraver's tools, die and the actual engraving used in the printing of the Helen Keller/Anne Sullivan 15-cent commemorative stamp. The 28 stamps in this mint set are a combination of 10 single stamps, four blocks of four, and two single Christmas stamps. The folder also includes a brief story on each stamp subject, along with clear acetate strips to display and protect the stamps.

The 1980 Commemorative Mint Set, Item #947 (pictured) will sell for $5.00. As in past years, the mint set is composed of two parts:

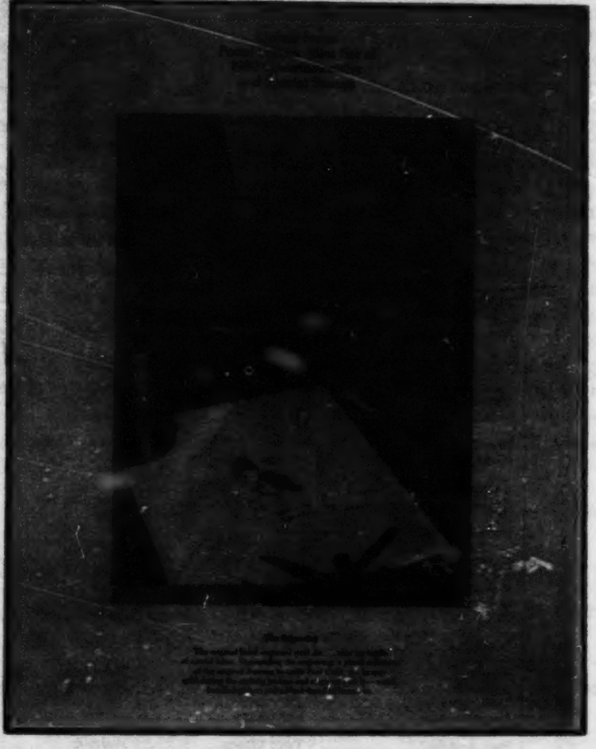
1) The stamp packets are the accountable portion and are assembled by a contractor and shipped to each Stamp Distribution Office in cartons of four packets banded together in lots of 25 packets each.

2) The folders are produced and shipped to each Stamp Distribution Office using the same distribution list as the stamp packets. Each Stamp Distribution Office must verify receipt of equal quantities of both the stamp packets and folders. Report any discrepancies as instructed in 527.3 of Handbook F-1, *Financial Handbook for Post Offices.*

One million, two hundred thousand mint sets have been produced and will be distributed in three shipments. A shipment will be made to Accountable Paper Depositories and Stamp Distribution Offices in October and another in November. The third shipment will be made in January 1981 to Accountable Paper Depositories only.

All stamp collecting center post offices should immediately order sufficient quantities of the mint sets from their Stamp Distribution Office using Form 17, Stamp Requisition.

To help promote the sale of this product a lobby poster #441 is scheduled for shipment October 24, 1980. In addition, all CAG A through H post offices should have received a screenline insert and trapezoid for the 3-tier merchandiser. Replacement items for damaged or missing displays are available from the Philatelic Marketing Division, Washington, DC 20260. The new mint set not only makes an ideal gift for children, but many adults find that the mint set is an attractive way to collect all the commemorative and special stamps issued each year.—



Customer Services Dept., 10-30-80.

INSURANCE CLAIMS MAY BE FILED AT ANY POST OFFICE, BRANCH, OR STATION. THEY DO NOT HAVE TO BE FILED AT THE OFFICE OF MAILING OR THE OFFICE OF ADDRESS

VACANT REGULAR RURAL ROUTES LISTING NO. 80–47

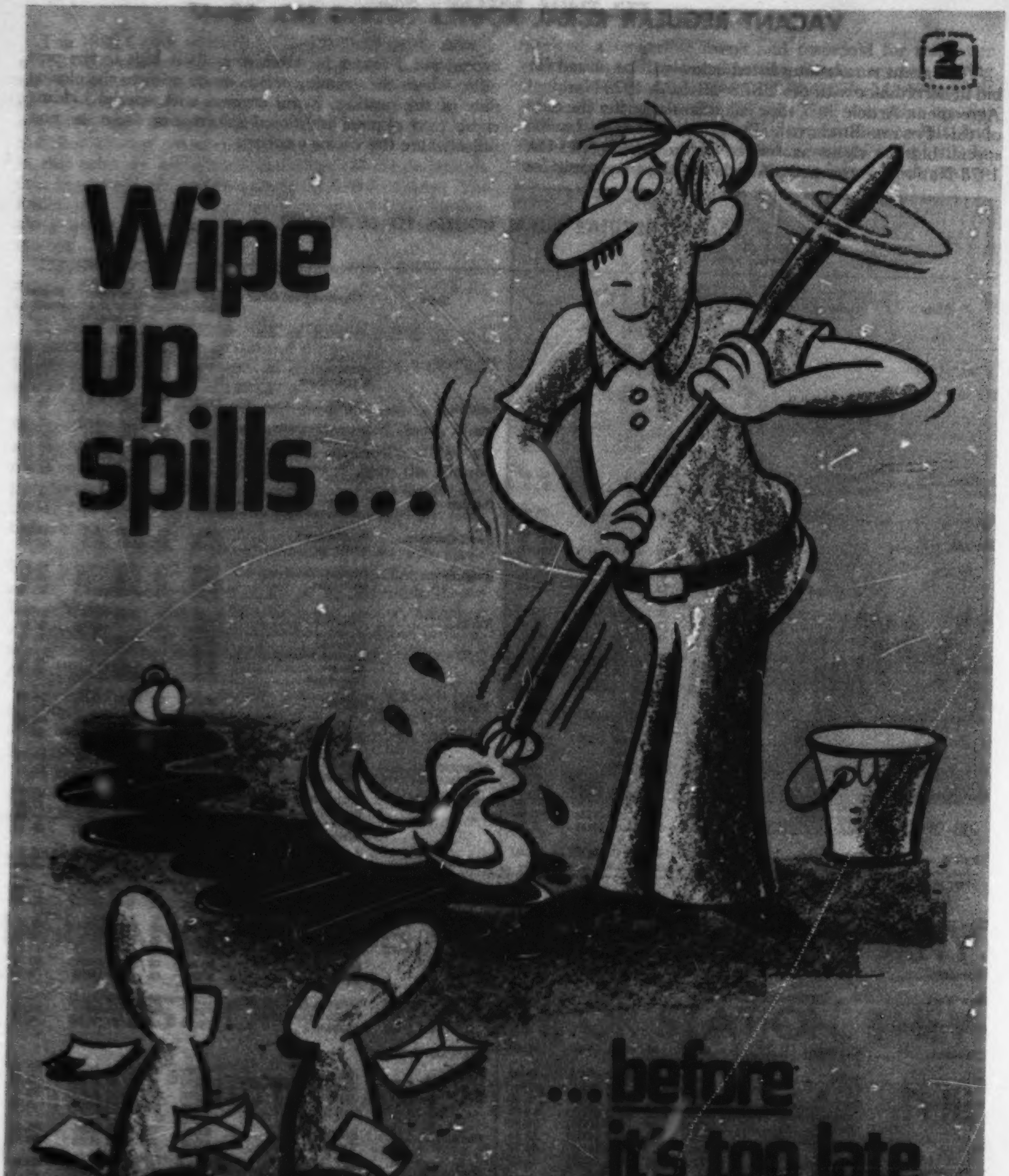
The vacant rural routes listed below will be posted for bid in accordance with the USPS–NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this POSTAL BULLETIN. Those rural carriers having special bidding rights as defined in the USPS–NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
CENTRAL REGION					
Illinois	McHenry	60050	09	42:26 (42H)	34.00
	do	60050	10	42:16 (42H)	22.00
	Bartelso	62218	01	29:28 (29S)	55.60
	Lawrenceville	62439	01	39:37 (40S)	56.00
	do	62439	03	41:01 (41S)	70.90
	Noble	62868	02	38:41 (39S)	87.05
Indiana	Bloomington	47401	11	44:17 (44H)	40.50
	Birdseye	47513	01	39:41 (40S)	83.20
Iowa	Bloomfield	52537	09	41:28 (41S)	85.95
Kansas	Iola	‘6749	01	40:54 (41S)	106.00
	Leroy	66857	01	41:24 (41S)	101.60
	Haviland	67059	02	29:28 (29S)	96.55
	Lincoln	67455	01	43:07 (43S)	122.25
	Raymond	67573	01	31:58 (32S	109.21
Kentucky	Fountain Run	42133	01	41:50 (42H)	92.10
	Burkesville	42717	02	36:04 (36S)	80.50
	Leitchfield	42754	03	46:08 (42J)	72.90
Missouri	Mayview	64071	01	31:24 (31S)	73.00
	Parnell	64475	01	37:20 (37S)	111.63
	Cowgill	64637	01	40:33 (41S)	117.60
EASTERN REGION					
New Jersey	Brown Mills	08015	01	49:16 (41K)	25.25
New York	Hamlin	14464	01	48:58 (45J)	52.65
Pennsylvania	Abbottstown	17301	01	54:56 (46K)	47.45
	Clearfield	16830	06	42:52 (43H)	49.30
	Strattanville	16258	01	44:17 (41J)	63.60
	York	17405	23	45:09 (41J)	23.05
Virginia	Clintwood	24228	02	49:15 (41K)	58.10
NORTHEAST REGION					
New Hampshire	Nashua	03060	03	44:34 (45H)	32.40
	Hinsdale	03451	01	43:23 (43H)	25.90
	North Haverhill	03774	01	47:04 (43J)	65.30
Vermont	Wells River	05081	01	24:23 (24S)	50.90
New York	Saratoga Springs	12866	04	60:04 (48K)	23.60
SOUTHERN REGION					
Alabama	Crossville	35962	01	46:11 (46S)	81.50
Arkansas	Heth	72346	01	33:10 (33S)	75.25
Florida	Jacksonville	32208	01	37:18 (37S)	38.50
	Cottondale	32431	02	43:02 (43H)	60.00
	Ocala	32670	03	44:07 (44H)	70.80
	do	32670	08	42:47 (43H)	32.55
	do	32670	19	43:34 (44H)	80.70
	Leesburg	32748	03	47:16 (43H)	33.60
Georgia	Ellenwood	30049	04	45:10 (45H)	36.65
	Lithonia	30058	05	53:54 (45K)	48.30
	Cartersville	30120	02	50:18 (42K)	81.75
	Covington	30209	06	40:01 (40S)	55.10
	Atlanta	30384	06	50:45 (42K)	26.65
Mississippi	Fulton	38843	04	42:41 (43H)	77.40
	Meridian	39301	12	40:12 (40S)	55.25
	Waynesboro	39367	04	48:23 (44J)	90.60
Louisiana	Slidell	70458	02	52:09 (43K)	44.85
North Carolina	Browns Summit	27214	01	42:40 (43H)	67.90
	Yanceyville	27379	01	50:25 (46J)	90.05
	Fayetteville	28303	05	45:07 (45H)	56.45
	do	28303	09	45:46 (46H)	43.30
	Clinton	28328	03	50:22 (46J)	68.95
Oklahoma	Guthrie	73044	08	42:14 (43H)	48.65
	Tahlequah	74464	05	35:00 (35S)	39.30
South Carolina	St. Mathews	29135	01	48:26 (45J)	57.90
	Whitmire	29178	01	41:07 (41S)	80.50
Tennessee	Oneida	37841	01	48:19 (44J)	80.00
	Memphis	38101	10	52:39 (44K)	49.10
	Martin	38237	01	52:36 (45K)	71.70
Texas	Palestine	75801	02	46:22 (42J)	64.00
	do	75801	06	48:00 (40K)	99.05
	Nocona	76255	03	41:08 (41S)	106.85
	Almeda Station	77045	02	43:08 (43H)	56.40
	Killeen	76541	01	45:24 (42J)	49.80
	Cleveland	77327	03	43:55 (44H)	66.15
Florida	Milton	32570	08	42:30 (43H)	34.60
Georgia	Dahlonega	30533	02	48:04 (44J)	92.85
	Winder	30680	05	40:03 (40S)	56.05
Mississippi	Natchez	39120	06	41:00 (41S)	79.60
	Columbus	39701	05	43:05 (42H)	67.75
North Carolina	Aulander	27805	02	37:00 (37S)	84.25
	Elm City	27822	01	40:28 (41H)	57.80
	Hobgood	27843	01	37:30 (36S)	84.80
	Wilson	27893	02	46:06 (46H)	60.75
Oklahoma	Tuttle	73089	01	49:20 (46J)	106.25
	Yukon	73099	01	43:22 (43H)	53.85
South Carolina	Mount Pleasant	29464	03	30:25 (30H)	12.70
	Summerville	29483	01	42:04 (42H)	38.00
Tennessee	Watertown	37184	03	48:14 (46H)	105.75
	Manchester	37355	01	52:06 (43K)	101.10
	Elizabethton	37643	09	48:00 (44J)	43.25
	Waynesboro	38485	01	43:21 (43H)	80.71
	Ripley	38063	05	40:28 (41S)	70.50
Texas	Tyler	75708	20	42:06 (42H)	65.25
	Jasper	75951	05	44:00 (44H)	54.25
	Austin	78710	06	49:28 (41K)	60.55
WESTERN REGION					
California	Ontario	91761	06	30:00 (30H)	30.70
	Redwood Valley	95470	01	47:43 (44J)	32.85
	Windsor	95492	02	42:56 (44H)	26.40
	Ione	95640	01	48:35 (42K)	98.00
Idaho	Blackfoot	83221	05	48:37 (45J)	84.30
	Kamiah	83536	02	40:33 (41S)	66.65
Oregon	Hermiston	97838	01	52:15 (44K)	66.40
Washington	Yakima	[illegible]	01	56:15 (44K)	51.45
	Cheney	[illegible]	01	49:28 (44J)	112.90
	Rockford	[illegible]	[illegible]	36:00 (36S)	90.55
	Colville	99114	[illegible]	48:00 (44J)	77.80

*The "Route Classification and Evaluation" published in this POSTAL BULLETIN may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

—Labor Relations Dept., 10–30–80.


Wipe up spills...
...before it's too late

THIS OFFICE

WILL BE CLOSED

TUESDAY, NOV. 11

VETERANS DAY

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MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices, including Inspection Service Forms 577, should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below). Destroy PB 21267 listing. **B. Old Style.** (Gray). **C. Counterfeit.** The listing from PB 21240 remains valid for both B. and C.

165 705 7000 to 7999
206 793 5600 to 6499
210 868 4500 to 4699
211 238 0459 to 0999
211 436 5608 to 5699
213 578 4229 to 4399
215 538 0200 to 0499
216 678 6072 to 6999
217 210 7100 to 7299
217 241 5400 to 5799
217 268 2574 to 2699
217 667 3400 to 3599
217 672 4200 to 4599
217 902 4181 to 4299
218 755 4591 to 4699
220 350 0000 to 0999
221 371 4600 to 4999
221 626 2100 to 2299
221 661 5318 to 5499
222 224 8100 to 8499
222 536 2000 to 2299
224 206 6400 to 6491
224 554 9830 to 0399
225 268 1655 to 1799
225 711 9700 to 9999
225 712 0000 to 0999
225 767 2000 to 2299
227 097 4600 to 4699
227 254 9800 to 0099
227 611 4000 to 4599
229 117 4866 to 4999
229 346 9900 to 9999
229 434 3500 to 3599
229 531 9700 to 9899
229 563 1918 to 1999
229 576 1800 to 1899
230 826 8683 to 8799
231 147 0883 to 1499
231 525 7893 to 7999
232 295 7249 to 7599
232 665 0292 to 0399
233 262 7907 to 7999
233 407 5872 to 5899
233 516 6100 to 6199
233 638 1200 to 1799
234 031 6456 to 6999
234 261 4500 to 4599
234 431 3655 to 3699
234 659 4000 to 4199
234 659 8700 to 8999
234 802 1060 to 1199
234 997 1000 to 1599
235 254 2060 to 2099
236 388 4842 to 5099
236 576 9520 to 9599
236 755 8000 to 8099
236 937 5803 to 5999
236 941 5400 to 5499
237 413 7500 to 7599
237 423 4111 to 4199
237 457 5600 to 5699
237 457 5800 to 5899
237 702 6823 to 6899
237 702 6921 to 6999
238 165 7700 to 7799
238 169 7587 to 7599
238 377 4508 to 4599
238 586 3100 to 3299
239 199 0700 to 1099
239 204 9916 to 9999
239 481 4728 to 4799
239 549 7116 to 7499
239 575 2000 to 2199
239 596 4800 to 4999
239 985 7000 to 7499
240 108 6501 to 6599
240 252 6400 to 6899
240 256 2900 to 3199
240 639 3561 to 3599
240 855 7000 to 7099
240 901 5900 to 5999
241 081 9274 to 9299
241 224 7209 to 7299
241 685 5124 to 5199
241 694 1800 to 1899
241 902 2600 to 2799
242 021 2262 to 2499
242 585 4155 to 4299
242 591 4500 to 4699
242 605 0000 to 0999
242 621 8314 to 8399
242 816 1337 to 1399
243 112 4109 to 4120
243 228 7200 to 7499
243 766 6730 to 6799
243 805 0000 to 0299
243 906 7800 to 8199
244 299 2000 to 2199
244 366 8800 to 8899
244 381 3024 to 3099
244 525 0719 to 0799
244 657 7700 to 7899
244 678 2333 to 2499
244 743 7100 to 7399
244 895 5575 to 5599
245 103 9300 to 9399
245 103 9400 to 9499
245 118 6754 to 6768
245 279 1420 to 1448
245 279 1510 to 1599
245 591 1626 to 1799
245 695 0346 to 0399
245 973 2677 to 2699
246 076 7300 to 7399
246 155 4048 to 4099
246 155 5000 to 5499
246 402 6511 to 6599
246 608 6300 to 6399
246 609 9545 to 9799
246 816 2600 to 2699
246 973 1372 to 1399
247 012 0500 to 0599
247 066 9300 to 9399
247 086 4200 to 4299
247 113 5635 to 5699
247 490 1960 to 1999
247 490 2086 to 2099
247 497 4000 to 4099
247 544 0200 to 0214
247 575 4400 to 4499
247 929 6417 to 6799
247 983 1511 to 1899
248 120 4322 to 4399
248 244 7246 to 7299
248 317 7624 to 7699
248 397 2163 to 2199
248 423 4864 to 4899
248 440 7916 to 7971
248 718 7317 to 7399
249 680 4872 to 4899
249 945 6900 to 6999
249 996 6000 to 6099
249 996 6300 to 6499
250 452 4971 to 4999
250 483 0600 to 0699
250 547 7046 to 7099
250 565 7029 to 7040
250 833 7200 to 7399
250 919 5218 to 5299
250 951 4340 to 4363
250 991 9778 to 9799
251 518 6281 to 6399
251 964 6056 to 6199
251 997 2913 to 2999
252 171 2041 to 2056
252 206 2101 to 2199
252 206 9532 to 9599
252 235 4400 to 4499
252 235 4581 to 4899
252 238 2299 to 2399
252 432 6988 to 6999
252 891 1159 to 1199
253 175 2670 to 2699
253 192 7311 to 7399
253 293 5931 to 5940
253 446 4033 to 4099
253 547 6013 to 6049
253 547 6054 to 6099
253 747 6924 to 6999
254 107 8590 to 8599
254 107 8913 to 8999
254 254 4490 to 4499
254 259 8867 to 8899
254 259 8951 to 9099
254 740 8408 to 8445
255 125 5568 to 5599
255 125 8500 to 8599
255 150 5300 to 5399
255 176 5373 to 5399
255 276 0949 to 0999
255 281 2647 to 2699
255 440 4800 to 4899
255 440 4900 to 4999
255 754 3621 to 3699
255 857 4749 to 4799
256 140 5400 to 5499
256 193 5100 to 5159
256 695 0525 to 0599
258 444 7185 to 7199
258 480 2600 to 2899
258 618 0254 to 0299
258 643 2765 to 2774
258 950 5217 to 5299
258 950 5433 to 5499
259 084 1386 to 1399
259 227 0000 to 1499
259 340 0828 to 0999
259 628 0936 to 0999
259 745 1300 to 1499
259 783 7821 to 7899
259 825 5819 to 5899
259 950 3053 to 3099
259 950 3300 to 3499
260 039 2699 to 2999
260 144 7415 to 7499
260 198 2856 to 2898
260 324 9000 to 9099
260 479 3500 to 3599
260 743 5000 to 5099
261 002 6451 to 6499
261 052 5271 to 5299
261 175 6200 to 6299
261 459 5800 to 5899
261 459 6722 to 6799
261 533 2067 to 2299
261 954 6334 to 6399
262 604 1515 to 1599
262 949 9200 to 9299
262 963 4912 to 4999
263 407 7000 to 7099
264 366 7033 to 9499
265 956 3900 to 3999
800 502 3000 to 3999
800 941 7900 to 7999
801 278 3600 to 3999
801 579 6056 to 6098
801 629 1900 to 1999
802 029 5199 to 8999
802 265 0575 to 1999
802 751 1128 to 1299

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Warning Notice—Unrecovered Stolen Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)

The following money orders are void and should not be cashed: (1) All card type orders. (2) New style orders 000,000,001—199,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, KIA OB1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21267 article.

200,400,512 to 0,600
200,467,313 to 7,500
201,328,601 to 9,300
201,963,699 to 3,800
201,980,250 to 0,299
202,545,957 to 6,000
207,218,569 to 8,600
208,872,242 to 2,257
209,190,001 to 5,000
210,301,801 to 2,000
210,835,285 to 5,300
210,935,633 to 5,700
212,900,201 to 0,300
213,345,001 to 5,100
213,504,865 to 5,000
216,823,954 to 4,000
217,621,979 to 2,100
217,622,401 to 2,800
218,660,066 to 0,700
219,494,026 to 4,130
219,692,001 to 2,100
224,126,989 to 7,100
226,781,246 to 1,400
226,073,655 to 3,700
227,129,004 to 9,400
227,564,701 to 4,800
229,000,595 to 0,600
229,083,686 to 3,700
229,428,120 to 8,300
230,004,990 to 5,200
230,143,701 to 4,000
231,387,001 to 7,500
234,067,232 to 7,300
235,833,783 to 3,800
237,386,845 to 7,000
238,758,669 to 8,730
239,162,130 to 2,200
239,863,796 to 3,870
239,864,826 to 4,900
240,362,301 to 2,600
241,535,801 to 6,000
242,545,470 to 5,800
242,917,801 to 8,000
243,920,027 to 0,100
244,343,084 to 3,100
244,583,557 to 3,600
245,740,589 to 0,600
245,767,347 to 7,400
247,636,179 to 6,200
247,649,190 to 9,200
247,760,081 to 0,100
250,442,960 to 3,000
252,160,301 to 0,393
252,494,635 to 4,700
253,094,279 to 4,400
253,181,800 to 1,900
253,641,268 to 1,300
254,680,851 to 0,900
259,412,918 to 2,954
261,707,201 to 7,400
261,766,701 to 6,800
262,740,206 to 0,300
263,414,901 to 5,800
264,474,080 to 4,300
266,472,561 to 2,860
268,746,401 to 6,500
270,677,679 to 7,696
272,291,501 to 1,600
274,450,824 to 0,900
274,873,716 to 4,100
275,288,303 to 8,700
278,286,361 to 6,400
278,737,201 to 7,300
278,846,365 to 6,600
282,204,343 to 4,700
282,909,819 to 9,900
284,943,445 to 3,500
285,397,992 to 8,400
286,837,601 to 7,900
288,349,047 to 9,500
288,657,574 to 7,600
291,853,923 to 3,969
295,946,650 to 6,661
296,077,001 to 7,053
296,077,201 to 7,300
297,173,660 to 3,900
297,213,342 to 3,500
297,444,801 to 5,500
297,700,501 to 0,700
298,072,101 to 2,600
299,902,655 to 2,700
305,253,101 to 3,600
306,165,495 to 5,500
306,698,463 to 8,500
306,933,345 to 3,400
307,200,601 to 1,000
307,806,061 to 6,100
310,917,957 to 8,100
310,956,020 to 6,200
311,577,901 to 8,100
311,994,658 to 4,700
314,162,132 to 2,200
315,105,301 to 5,500
315,788,118 to 8,140
317,630,301 to 0,400
321,087,737 to 7,800
321,272,306 to 2,400
321,489,229 to 9,300
322,180,820 to 1,000
323,294,360 to 4,400
323,296,838 to 6,856
323,297,695 to 7,730
323,485,231 to 5,240
323,997,101 to 7,400
326,023,246 to 3,300
328,436,401 to 6,500
331,892,798 to 3,000
332,069,432 to 9,500
336,646,801 to 7,300
336,661,265 to 1,500
336,825,701 to 7,000
336,909,925 to 0,000
337,395,212 to 5,300
338,038,706 to 8,800
338,891,701 to 2.200
339,519,801 to 9,900
339,735,184 to 5,200
340,711,001 to 3,000
341,462,701 to 2,900
343,703,708 to 3,900
343,760,901 to 1,000
343,945,919 to 5,940
344,536,201 to 6,400
344,821,230 to 1,297
344,854,601 to 4,700
345,299,801 to 9,900
345,986,501 to 6,600
347,238,201 to 8,300
347,975,946 to 5,959
348,086,296 to 6,300
348,190,501 to 0,900
349,779,757 to 9,800
351,452,949 to 3,000
351,490,001 to 0,600
353,461,741 to 1,800
355,360,601 to 1,000
357,010,401 to 0,500
357,339,409 to 9,455
358,180,401 to 0,600
359,269,750 to 9,790
359,547,122 to 7,150
359,790,481 to 0,540
359,791,901 to 1,920
359,994,676 to 4,700
361,168,730 to 8,900
361,201,906 to 2,100
362,295,806 to 5,819
363,463,501 to 4,500
363,475,801 to 6,100
363,496,901 to 7,000
363,633,090 to 3,100
363,794,701 to 5,200
365,301,401 to 1,500
365,318,801 to 9,000
365,867,401 to 7,500
365,867,517 to 7,600
366,888,911 to 9,000
366,967,107 to 7,200
367,683,901 to 4,000
368,108,160 to 8,600
368,416,575 to 6,600
368,773,419 to 3,500
368,847,601 to 7,700
370,494,001 to 4,200
370,549,601 to 50,000
370,783,700 to 3,800
372,401,123 to 1,500
372,429,101 to 9,500
374,013,262 to 3,300
374,433,401 to 4,000
374,988,860 to 8,880
375,079,981 to 80,030
375,192,501 to 2,700
379,786,742 to 6,760

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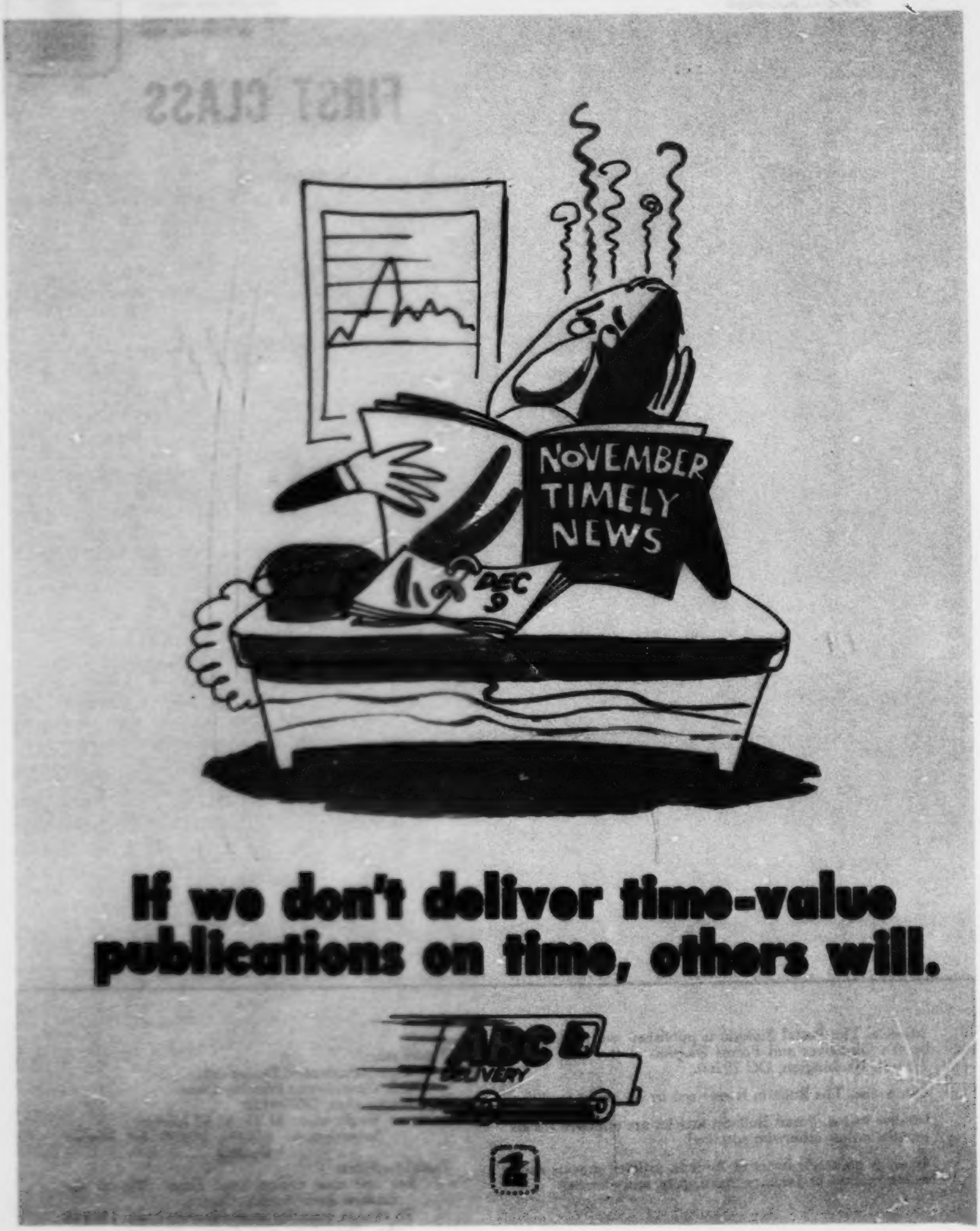
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Schedule. The Postal Bulletin is published every Thursday by the Directives and Forms Division of the U.S. Postal Service, Washington, DC 20260.

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postal bulletin

PB 21270—November 6, 1980—16 Pages

M–9 Revision

All Post Offices with City Delivery

Private Vehicle Reimbursement

Supervisor personnel may be permitted to use their privately-owned vehicles on a reimbursable basis, in the performance of certain operational responsibilities. These responsibilities include daily outside supervision of carriers, vehicle transport operations, and airport ramp operations. Personal travel is not covered by this rate. Refer to Handbook M–9, *Travel.*

A new schedule of payment has been developed to provide a basis for reimbursement for short and long mileage situations. When authorized, a supervisor will be reimbursed at the rate of $4.50 per day or 22.5 cents per mile, whichever computation produces the greater reimbursement.

Each time a payment is made to a supervisor for use of a personal vehicle the postmaster (or designee) will personally sign the voucher. As supporting documentation, the individual will submit a Form 4570, *Vehicle Time Record,* showing the date, start and stop odometer reading, and the total time used by these outside supervisors. This change will be effective beginning with AP 3, November 29, 1980.

These regulations will be included in a future revision to Handbook M–9.—*Delivery Services Dept., 11–6–80.*

Domestic Orders

False Representation. Enforced by postmaster at city listed.

State/City	*Name Covered*
FL, Ft. Lauderdale 33310	Standard Research Labs Post Office Box 9667
	Standard Research Labs Post Office Box 9547

—*Judicial Officer, 11–6–80.*

DMM Revision

Express Mail Insurance and Indemnity

Effective immediately, new regulations are issued to clarify insurance coverage and improve customer understanding and administration of insurance claims. Therefore, the following changes have been made to the DOMESTIC MAIL MANUAL (DMM):

Section 294.21. Change the first sentence to read "Nonnegotiable documents are insured against loss, damage, or rifling while in transit."

Section 294.22. Delete the word *film* from the last sentence. Add the following sentence at the end of 294.22: "Articles such as artwork, readers proofs, repro proofs, separation negatives, engineering drawings, blueprints, circulars, advertisements, film, negatives, photographs, etc., are considered merchandise, not documents, and claims for them are processed in accordance with the regulations for Express Mail Merchandise Insurance (see 294.3)."

Section 294.24. Delete entire section.

Section 294.25. Renumber as section 294.24. In new 294.24a, change the word *construction* to "reconstruction". Change new 294.24d to read: "Indemnity will be paid under provisions in 295 for reconstruction expense incurred or obligated between the time of guaranteed or scheduled delivery and actual delivery, provided the documents are useable upon delivery."

Section 294.31. Change to read as follows: "Parcels are insured against loss, damage, or rifling; coverage is limited to $500."

Section 294.4. Delete the phrase *except by lightning* from 294.4g. Add 294.4i as follows:

294.4i. "Contents frozen, melted, spoiled, or deteriorated."

These changes will be incorporated in a future revision to the DMM.—*Customer Services Dept., 11–6–80.*

Display of Code of Ethics

The recently enacted Public Law 96–303 requires the display of the Code of Ethics for Government Service in appropriate areas of certain Postal and Federal buildings. Postal facilities covered by the law will include any building which has at least twenty individuals who are regularly employed by the Postal Service.

A Federal Property Management Regulation concerning the posting of the Code requires that it be displayed in lobbies, conference rooms, reception areas, auditoriums and other high traffic areas.

Copies of the Code of Ethics have been donated to the Government and are available to installation with 20 or more employees. Printed on 15″ x 21″ laminated posters, copies are available through normal FEDSTRIP/MILSTRIP channels at nominal cost to cover handling and shipping. The national stock number is NSN7690-01-099-8167. Heads of installations with twenty or more individuals must post this Code of Ethics.—*Employee Relations Dept., 11–6–80.*

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Domestic Orders	1	1
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P1.3:

CHRISTMAS PAY PROCEDURES FOR RURAL CARRIERS

Managers responsible for rural carrier time and attendance recording should become familiar with Article 30.1.H, Christmas Allowance and Procedures, of the 1978 USPS—NRLCA National Agreement. The Christmas period will begin on December 1, 1980, Pay Period 26-80, and terminate December 26, 1980, Pay Period 01-81.

The following instructions should be followed for timely and accurate processing of the payroll for the Christmas period.

A. Non-Postal Employees Hired as Christmas Auxiliary Assistants (Exhibit I).

1. To establish a non-postal employee on the rural carrier payroll system during the Christmas period, a Form 50-B, *Notification of Personnel Action,* must be processed using Nature of Action Code 110 or 113, Designation 79, Activity 0.

2. Appointments will be made to the position of Christmas auxiliary assistant, Occupation Code 2325-1002, EAS-7, Rate Schedule Code *E,* at the rate of $4.76 per hour.

3. The Postal Data Center (PDC) will prepare preprinted Forms 1314, *Statement of Service Performed on Rural Route,* to be used during the Christmas period only. If preprinted Forms 1314 are not received, a manually prepared Form 1314 must be used.

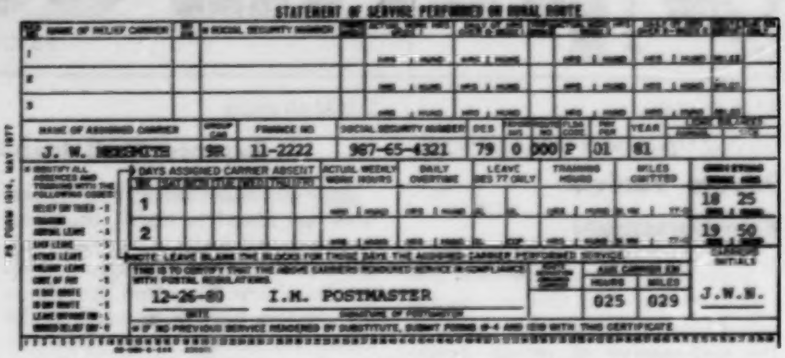
4. Compensation for work hours for Christmas auxiliary assistants will be distributed through normal procedures for Pay Period 26-80 and 01-81.

5. Christmas auxiliary assistants should be advised that payments made for Pay Period 01-81 will be reflected on their 1981 Form W-2, even though service was performed in 1980.

6. Christmas auxiliary assistants will be automatically separated at the end of the Christmas period, on Friday, December 26, 1980; therefore, no Form 50-B will be required for this action.

7. For service performed during week 1, report actual hours worked in the appropriate *Christmas Work Hours* block. For service performed during week 2, report actual work hours in the *Christmas Work Hours* block indicated for week 2.

8. If employee is entitled to equipment maintenance allowance, report the miles in the *Aux Carrier EM* block (week 1 miles in the hours block, week 2 miles in the miles block).


STATEMENT OF SERVICE PERFORMED ON RURAL ROUTE

PS FORM 1314, MAY 1977

1
2
3

NAME OF ASSIGNED CARRIER	GROUP CAR	FINANCE NO.	SOCIAL SECURITY NUMBER	DES			FLSA CODE	PAY PER	YEAR
J. W. NEESMITH	9R	11-2222	987-65-4321	79	0	000	P	01	81

DAYS ASSIGNED CARRIER ABSENT | ACTUAL WEEKLY WORK HOURS | DAILY OVERTIME | LEAVE DES 77 ONLY | TRAINING HOURS | MILES OMITTED

Week 1: 18 25
Week 2: 19 50

NOTE: LEAVE BLANK THE BLOCKS FOR THOSE DAYS THE ASSIGNED CARRIER PERFORMED SERVICE.

12-26-80 I.M. POSTMASTER

AUX CARRIER EM — HOURS 025 MILES 029

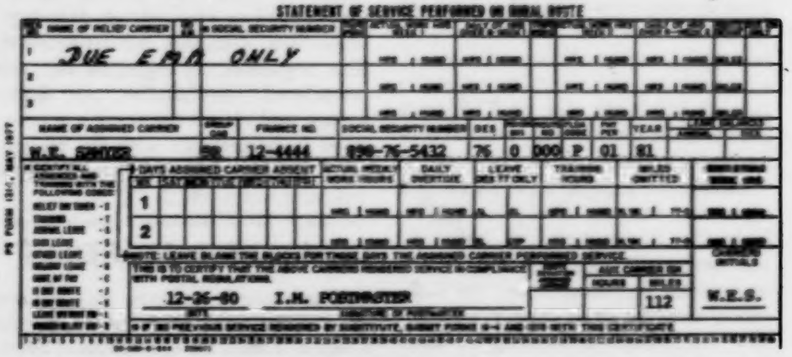
J.W.N.

Exhibit 1

Non-postal employee hired for the Christmas period as a Christmas auxiliary assistant. The above example shows J. W. NeeSmith as a Designation 79, non-postal employee hired as a Christmas assistant.

During week 1 of Pay Period 01-81, employee worked 18 hours and 25 hundredths, to be reported in the Christmas Work Hour block. During week 2 of Pay Period 01-81, employee worked 19 hours and 50 hundredths.

Employee entitled to 54 miles of EMA, to be reported in the Aux Carrier EM block, 25 miles in week 1 reported under hours and 29 miles in week 2 reported under miles.


STATEMENT OF SERVICE PERFORMED ON RURAL ROUTE

PS FORM 1314, MAY 1977

1 DUE EMA ONLY
2
3

NAME OF ASSIGNED CARRIER	GROUP CAR	FINANCE NO.	SOCIAL SECURITY NUMBER	DES			FLSA CODE	PAY PER	YEAR
W.E. [illegible]	[illegible]	12-4444	[illegible]-76-5432	76	0	000	P	01	81

DAYS ASSIGNED CARRIER ABSENT | ACTUAL WEEKLY WORK HOURS | DAILY OVERTIME | LEAVE DES 77 ONLY | TRAINING HOURS | MILES OMITTED

1
2

NOTE: LEAVE BLANK THE BLOCKS FOR THOSE DAYS THE ASSIGNED CARRIER PERFORMED SERVICE.

12-26-80 I.M. POSTMASTER

AUX CARRIER EM — MILES 112

W.E.S.

Exhibit 2

Postal employee performing service as Christmas auxiliary assistant. Employee entitled to 112 miles of equipment maintenance allowance.

Actual work hours are reported on Form 1230 A or B for compensation. Annotate 1314 (Due EMA Only).

B. Postal Employees Performing Service as Auxiliary Assistants (Exhibit 2).

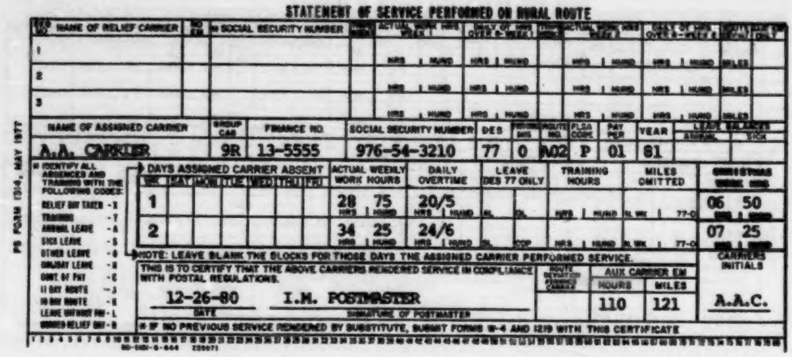
1. Postal employees providing Christmas auxiliary assistance on rural routes are compensated at their normal rate of pay.

2. Hours worked on rural routes as Christmas auxiliary assistants are reported to the PDC on Form 1230 A or B.

3. For compensation of equipment maintenance allowance (EMA), complete a manually prepared Form 1314. Enter Designation 76 in the designation block and annotate 1314, (Due EMA ONLY) (See Exhibit 2). In the auxiliary carrier *EM* block, enter the miles traveled for week 1 in the hours block, and the miles traveled for week 2 in the miles block.

C. Auxiliary Rural Carriers Performing Service as Christmas Auxiliary Assistants (Exhibit 3).

1. Actual work hours during the Christmas period as an auxiliary rural carrier (Designation 77) and Christmas auxiliary assistants are cumulative. Normal hours worked are reported on the preprinted Form 1314 as in other pay periods. Hours worked as Christmas auxiliary assist-



STATEMENT OF SERVICE PERFORMED ON RURAL ROUTE

SEQ NO	NAME OF RELIEF CARRIER	NO EM	* SOCIAL SECURITY NUMBER	TRIPS WEEK 1	ACTUAL WORK HRS WEEK 1	DAILY OT HRS OVER 8—WEEK 1	TRIPS WEEK 2	ACTUAL WORK HRS WEEK 2	DAILY OT HRS OVER 8—WEEK 2	ROUTE DEVIAT	DUE EM ONLY
1					HRS | HUND	HRS | HUND		HRS | HUND	HRS | HUND	MILES	
2					HRS | HUND	HRS | HUND		HRS | HUND	HRS | HUND	MILES	
3					HRS | HUND	HRS | HUND		HRS | HUND	HRS | HUND	MILES	

NAME OF ASSIGNED CARRIER	GROUP CAR	FINANCE NO.	SOCIAL SECURITY NUMBER	DES	PERIOD DAYS	ROUTE NO.	FLSA CODE	PAY PER	YEAR	LEAVE BALANCES ANNUAL	LEAVE BALANCES SICK
A.A. CARRIER	9R	13-5555	976-54-3210	77	0	002	P	01	81		

* IDENTIFY ALL ABSENCES AND TRAINING WITH THE FOLLOWING CODES:
RELIEF DAY TAKEN - X
TRAINING - T
ANNUAL LEAVE - A
SICK LEAVE - S
OTHER LEAVE - O
HOLIDAY LEAVE - H
CONT. OF PAY - C
11 DAY ROUTE - J
10 DAY ROUTE - K
LEAVE WITHOUT PAY - L
WORKED RELIEF DAY - R

WK	SAT	MON	TUE	WED	THU	FRI	ACTUAL WEEKLY WORK HOURS	DAILY OVERTIME	LEAVE DES 77 ONLY	TRAINING HOURS	MILES OMITTED	CHRISTMAS WORK HRS
1							28 75	20/5				06 50
2							34 25	24/6				07 25

NOTE: LEAVE BLANK THE BLOCKS FOR THOSE DAYS THE ASSIGNED CARRIER PERFORMED SERVICE.

THIS IS TO CERTIFY THAT THE ABOVE CARRIERS RENDERED SERVICE IN COMPLIANCE WITH POSTAL REGULATIONS.

12-26-80 (DATE) I.M. POSTMASTER (SIGNATURE OF POSTMASTER)

AUX CARRIER EM: HOURS 110 MILES 121

CARRIERS INITIALS: A.A.C.

* IF NO PREVIOUS SERVICE RENDERED BY SUBSTITUTE, SUBMIT FORMS W-4 AND 1219 WITH THIS CERTIFICATE

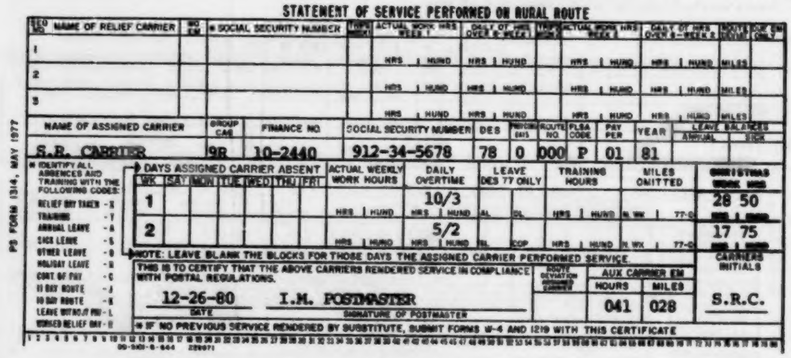
PS FORM 1314, MAY 1977

Exhibit 3

Auxiliary rural carrier performing service as Christmas auxiliary assistant. Report normal work hours in the *Actual Weekly Work Hours* block and Christmas auxiliary assistant hours in the *Christmas Work Hours* block as indicated for appropriate week.

Do not add the hours together. Week 1 auxiliary carrier had 20 hours of route time (excluding office time) in 5 days and traveled 110 miles (includes miles traveled as a Christmas auxiliary assistant). Week 2 the auxiliary carrier had 24 hours of route time in 6 days and traveled 121 miles. EMA will be based upon hours, miles or special chart as appropriate.

If more than one route is served, submit a separate Form 1314 for each route served.



STATEMENT OF SERVICE PERFORMED ON RURAL ROUTE

SEQ NO	NAME OF RELIEF CARRIER	NO EM	* SOCIAL SECURITY NUMBER	TRIPS WEEK 1	ACTUAL WORK HRS WEEK 1	DAILY OT HRS OVER 8—WEEK 1	TRIPS WEEK 2	ACTUAL WORK HRS WEEK 2	DAILY OT HRS OVER 8—WEEK 2	ROUTE DEVIAT	DUE EM ONLY
1					HRS | HUND	HRS | HUND		HRS | HUND	HRS | HUND	MILES	
2					HRS | HUND	HRS | HUND		HRS | HUND	HRS | HUND	MILES	
3					HRS | HUND	HRS | HUND		HRS | HUND	HRS | HUND	MILES	

NAME OF ASSIGNED CARRIER	GROUP CAR	FINANCE NO.	SOCIAL SECURITY NUMBER	DES	PERIOD DAYS	ROUTE NO.	FLSA CODE	PAY PER	YEAR	LEAVE BALANCES ANNUAL	LEAVE BALANCES SICK
S.R. CARRIER	9R	10-2440	912-34-5678	78	0	000	P	01	81		

* IDENTIFY ALL ABSENCES AND TRAINING WITH THE FOLLOWING CODES:
RELIEF DAY TAKEN - X
TRAINING - T
ANNUAL LEAVE - A
SICK LEAVE - S
OTHER LEAVE - O
HOLIDAY LEAVE - H
CONT. OF PAY - C
11 DAY ROUTE - J
10 DAY ROUTE - K
LEAVE WITHOUT PAY - L
WORKED RELIEF DAY - R

WK	SAT	MON	TUE	WED	THU	FRI	ACTUAL WEEKLY WORK HOURS	DAILY OVERTIME	LEAVE DES 77 ONLY	TRAINING HOURS	MILES OMITTED	CHRISTMAS WORK HRS
1								10/3				28 50
2								5/2				17 75

NOTE: LEAVE BLANK THE BLOCKS FOR THOSE DAYS THE ASSIGNED CARRIER PERFORMED SERVICE.

THIS IS TO CERTIFY THAT THE ABOVE CARRIERS RENDERED SERVICE IN COMPLIANCE WITH POSTAL REGULATIONS.

12-26-80 (DATE) I.M. POSTMASTER (SIGNATURE OF POSTMASTER)

AUX CARRIER EM: HOURS 041 MILES 028

CARRIERS INITIALS: S.R.C.

* IF NO PREVIOUS SERVICE RENDERED BY SUBSTITUTE, SUBMIT FORMS W-4 AND 1219 WITH THIS CERTIFICATE

PS FORM 1314, MAY 1977

Exhibit 4

Substitute carrier Designation 73 or emergency substitute carrier Designation 74 performing service as Christmas auxiliary assistant. Report hours worked as Christmas auxiliary assistant only in the *Christmas Work Hour* block indicated for week 1 of Pay Period 01–81 and week 2 of Pay Period 01–81 on the appropriate line. Report actual miles traveled and actual hours traveled in the appropriate blocks for compensation of EMA as indicated below.

Week 1 route hours (excluding office time) should be entered in the *Daily Overtime* blocks: record route hours in the hours position and days traveled on the route in the Hund. position, as in above example (10/3). Week 2 should be recorded accordingly. The miles for week 1 should be reported under the *Aux Carrier EM* hours position. The miles for week 2 should be reported under Aux. Carrier EM miles position.

ants are reported in the appropriate *Christmas Work Hours* block.

2. Auxiliary rural carriers will be compensated during the Christmas period in the same manner as during the rest of the year. Compensation will be at the appropriate rate for the first 40 hours worked in any one week and at the appropriate overtime rate for hours worked in excess of 40 in any one week.

3. When completing Form 1314, be sure to include weekly totals, including applicable night work hours for eligible employees.

4. Record night work hours if appropriate in the *miles omitted* block of 1314 for auxiliary rural carriers D/A 77 only.

D. Substitute and Emergency Substitute Rural Carriers Performing Service as Christmas Auxiliary Assistants (Exhibit 4).

1. Form 1314 will be provided by the PDC for all substitutes (Designation 73) and for emergency substitutes (Designation 74) who are presently on rolls. These forms are provided in the event that such employees are used as Christmas auxiliary assistants during the Christmas period. The designation code on the preprinted forms will be Designation 78.

2. Substitutes performing service as Christmas auxiliary assistants will be compensated at the appropriate rate for the first 40 hours worked in one week and the appropriate overtime rate for all hours in excess of 40.

3. Report the actual weekly work hours as a Christmas auxiliary assistant in the appropriate block entitled *Christmas Work Hours.*

4. The substitute providing route coverage on the regular carrier's relief day is eligible for compensation based upon the regular carrier's Fair Labor Standards Act Code. Any assistance necessary on the regular carrier's relief day may be provided by the regular carrier. The regular carrier's hours are considered as Christmas auxiliary assistant hours and are reported for compensation in the *Christmas Work Hours* block on the regular carrier's 1314. The substitute carrier receives the authorized equipment maintenance allowance.

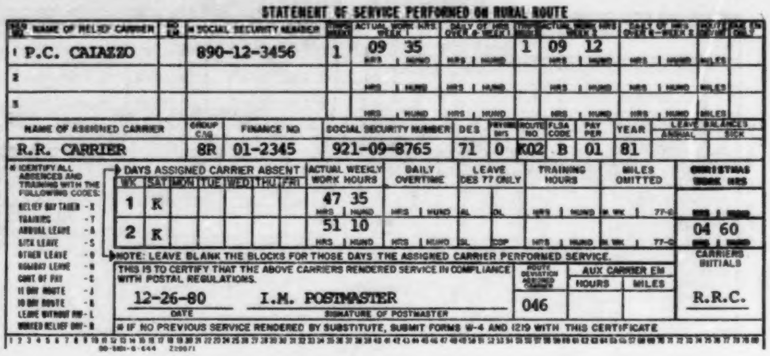
E. Regular (Des. 71) and Rural Substitutes (Des. 72) Carriers

1. *Rural carriers compensated under Section 7(a) of FLSA*

a. FLSA Code A: For assigned carriers with FLSA Code A, report all hours worked on the regular Form 1314. No special requirement is needed for reporting hours worked for such carriers. Compensation is paid at the appropriate rate for all hours worked up to 8 a day and 40 a week, and at the overtime rate of 150% for all hours worked in excess of 8 in a day or 40 in a week.

b. FLSA Code N: (Des. 71 only). For assigned carriers with FLSA Code N, report all hours worked on the regular Form 1314. No special reporting hours worked for such carriers. Compensation is paid at their normal rate and overtime premium at 50% of their regular hourly rate for each week, for hours worked in excess of 40. The regular hourly rate is computed by dividing the regular weekly compensation for work hours by the total number of actual work hours. This rate will vary from week-to-week if the total number of work hours for each week varies.

c. FLSA Code L: (Des. 72 only)—Substitute rural carrier serving a vacant route or when serving the



STATEMENT OF SERVICE PERFORMED ON RURAL ROUTE

ITEM NO.	NAME OF RELIEF CARRIER	NO EM	# SOCIAL SECURITY NUMBER	TRIPS WEEK 1	ACTUAL WORK HRS. WEEK 1	DAILY OT HRS OVER 8-WEEK 1	TRIPS WEEK 2	ACTUAL WORK HRS WEEK 2	DAILY OT HRS OVER 8-WEEK 2	ROUTE DEVIAT	AUX EM ONLY
1	P.C. CAIAZZO		890-12-3456	1	09 35 HRS HUND	HRS HUND	1	09 12 HRS HUND	HRS HUND	MILES	
2					HRS HUND	HRS HUND		HRS HUND	HRS HUND	MILES	
3					HRS HUND	HRS HUND		HRS HUND	HRS HUND	MILES	

NAME OF ASSIGNED CARRIER	GROUP CAG	FINANCE NO.	SOCIAL SECURITY NUMBER	DES	PRV COMP DAYS	ROUTE NO	FLSA CODE	PAY PER	YEAR	LEAVE BALANCES ANNUAL	LEAVE BALANCES SICK
R.R. CARRIER	8R	01-2345	921-09-8765	71	0	K02	B	01	81		

IDENTIFY ALL ABSENCES AND TRAINING WITH THE FOLLOWING CODES:
RELIEF DAY TAKEN - X
TRAINING - T
ANNUAL LEAVE - A
SICK LEAVE - S
OTHER LEAVE - O
HOLIDAY LEAVE - H
CONT. OF PAY - C
11 DAY ROUTE - J
10 DAY ROUTE - K
LEAVE WITHOUT PAY - L
WORKED RELIEF DAY - R

DAYS ASSIGNED CARRIER ABSENT

WK	SAT	MON	TUE	WED	THU	FRI	ACTUAL WEEKLY WORK HOURS	DAILY OVERTIME	LEAVE DES 77 ONLY		TRAINING HOURS	MILES OMITTED	CHRISTMAS WORK HRS
1	K						47 35 HRS HUND	HRS HUND	AL	OL	HRS HUND	N. WK 77-O	HRS HUND
2	K						51 10 HRS HUND	HRS HUND	SL	COP	HRS HUND	N. WK 77-O	04 60 HRS HUND

NOTE: LEAVE BLANK THE BLOCKS FOR THOSE DAYS THE ASSIGNED CARRIER PERFORMED SERVICE.

THIS IS TO CERTIFY THAT THE ABOVE CARRIERS RENDERED SERVICE IN COMPLIANCE WITH POSTAL REGULATIONS.

12-26-80 I.M. POSTMASTER
DATE SIGNATURE OF POSTMASTER

ROUTE DEVIATION ASSIGNED CARRIER: 046
AUX CARRIER EM: HOURS MILES
CARRIERS INITIALS: R.R.C.

IF NO PREVIOUS SERVICE RENDERED BY SUBSTITUTE, SUBMIT FORMS W-4 AND 1219 WITH THIS CERTIFICATE

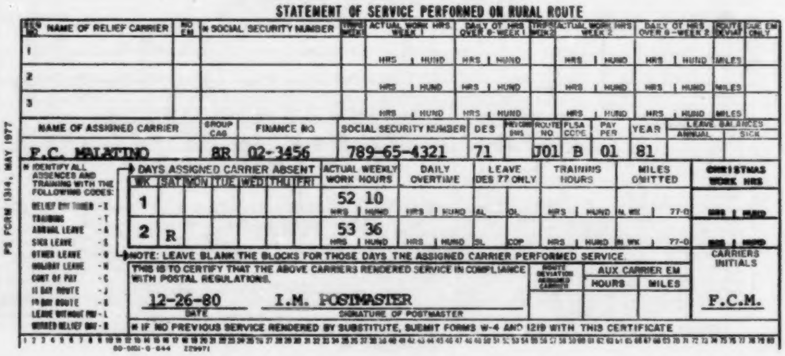
PS FORM 1314, MAY 1977

Exhibit 5

Regular rural carrier, FLSA Code B, worked as a Christmas auxiliary assistant on the scheduled off day (route type J or K).

1. Enter the hours actually worked on the assigned route in the *Actual Weekly Work Hours* block. Do not include Christmas auxiliary assistant work hours.
2. Carrier worked 04.60 hours on the scheduled off day, week 2 and used his vehicle for 46 miles.
3. Enter 04.60 in the *Christmas work hours* block and 046 in route deviation.

NOTE: Do not enter hours worked over the evaluation as Christmas work hours when the hours worked are not on the assigned off day.



STATEMENT OF SERVICE PERFORMED ON RURAL ROUTE

ITEM NO.	NAME OF RELIEF CARRIER	NO EM	# SOCIAL SECURITY NUMBER	TRIPS WEEK 1	ACTUAL WORK HRS. WEEK 1	DAILY OT HRS OVER 8-WEEK 1	TRIPS WEEK 2	ACTUAL WORK HRS WEEK 2	DAILY OT HRS OVER 8-WEEK 2	ROUTE DEVIAT	AUX EM ONLY
1					HRS HUND	HRS HUND		HRS HUND	HRS HUND	MILES	
2					HRS HUND	HRS HUND		HRS HUND	HRS HUND	MILES	
3					HRS HUND	HRS HUND		HRS HUND	HRS HUND	MILES	

NAME OF ASSIGNED CARRIER	GROUP CAG	FINANCE NO.	SOCIAL SECURITY NUMBER	DES	PRV COMP DAYS	ROUTE NO	FLSA CODE	PAY PER	YEAR	LEAVE BALANCES ANNUAL	LEAVE BALANCES SICK
F.C. MALATINO	8R	02-3456	789-65-4321	71		J01	B	01	81		

IDENTIFY ALL ABSENCES AND TRAINING WITH THE FOLLOWING CODES:
RELIEF DAY TAKEN - X
TRAINING - T
ANNUAL LEAVE - A
SICK LEAVE - S
OTHER LEAVE - O
HOLIDAY LEAVE - H
CONT. OF PAY - C
11 DAY ROUTE - J
10 DAY ROUTE - K
LEAVE WITHOUT PAY - L
WORKED RELIEF DAY - R

DAYS ASSIGNED CARRIER ABSENT

WK	SAT	MON	TUE	WED	THU	FRI	ACTUAL WEEKLY WORK HOURS	DAILY OVERTIME	LEAVE DES 77 ONLY		TRAINING HOURS	MILES OMITTED	CHRISTMAS WORK HRS
1							52 10 HRS HUND	HRS HUND	AL	OL	HRS HUND	N. WK 77-O	HRS HUND
2	R						53 36 HRS HUND	HRS HUND	SL	COP	HRS HUND	N. WK 77-O	HRS HUND

NOTE: LEAVE BLANK THE BLOCKS FOR THOSE DAYS THE ASSIGNED CARRIER PERFORMED SERVICE.

THIS IS TO CERTIFY THAT THE ABOVE CARRIERS RENDERED SERVICE IN COMPLIANCE WITH POSTAL REGULATIONS.

12-26-80 I.M. POSTMASTER
DATE SIGNATURE OF POSTMASTER

ROUTE DEVIATION ASSIGNED CARRIER:
AUX CARRIER EM: HOURS MILES
CARRIERS INITIALS: F.C.M.

IF NO PREVIOUS SERVICE RENDERED BY SUBSTITUTE, SUBMIT FORMS W-4 AND 1219 WITH THIS CERTIFICATE

PS FORM 1314, MAY 1977

Exhibit 6

This exhibit covers regular rural carrier FLSA Code B, who worked on their regular scheduled off day on the assigned route.

Complete the 1314 in the normal procedure when the regular carrier works the assigned off day. Code R in the relief day worked block. **Do not record any work hours in the Christmas work hours block. Include the total hours worked in the actual weekly work hours block.** Employee is entitled to a relief day, ("X" day) within 8 weeks.

route during the extended absence of the regular carrier (in excess of 90 days) with FLSA Code N. For assigned carriers with FLSA Code L, report all hours worked on the regular Form 1314. No special requirement is needed for reporting hours worked for such carriers. Compensation is paid at their normal rate providing the carrier does not work in excess of 40 hours per week. Those carriers working more than 40 hours per week will be compensated based on hours actually worked at the appropriate rate. Overtime is paid for all hours in excess of 40 per week, which is automatically determined by the payroll system.

2. *Carriers compensated under Section 7(b)(2) of (FLSA Code B).*

a. Mileage Carrier (Non-Evaluated method of compensation). For assigned carriers with FLSA Code B, report all hours worked in the assigned position on the Form 1314. **Do not report Christmas overtime in the Christmas work hours block for pay period 26–80 or 01–81.** Additional compensation will be paid in accordance with Christmas allowance provisions of Article 30.1.H., of 1978 USPS–NRLCA Agreement.

b. Rural carriers paid by the evaluated method of compensation on *S* (special) or *H* (6 day heavy duty) routes. For assigned carriers on routes paid by the evaluated method with FLSA Code B, report all hours worked in the actual weekly work hours on the Form 1314. No special entries are needed for reporting hours worked for such carriers during the Christmas period. Additional compensation will be paid in accordance with Christmas allowance provisions of Article 30.1.H of the 1978 USPS–NRLCA National Agreement.

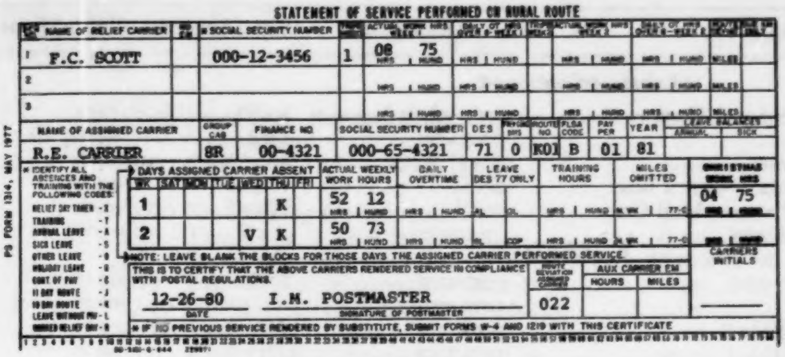
c. Heavy Duty Carriers Assigned to J or K Routes (Exhibit 5). For assigned carriers on heavy duty J or K routes (only) with FLSA Code B, report all hours worked (except J or K days) on the assigned route in the *actual Weekly Work Hours* block for the particular route. **Do not report hours worked on an assigned route over the evaluation** i.e., route evaluation is 44 hours per week, the assigned carrier worked 46.50 hours on the route. Report all hours in the *Weekly Work Hour* block, nothing in the *Christmas Work Hour* block. The hours over the evaluation will automatically be calculated for payment at the end of the guarantee period. For service performed as a Christmas auxiliary assistant on the scheduled off day (J or K day), enter these hours and hundredths in the *Christmas Work Hour* block. **Only hours worked as a Christmas Auxiliary Assistant should be entered in this block.** (Do not include Christmas Auxiliary Assistant hours in the actual weekly work hours block). (Exhibit 5).

F. Regular Rural Carrier Works Assigned Relief Day (Exhibit 6).

When the regular rural carrier is required to work his assigned relief day during the Christmas period because no substitute is available, no special reporting requirements are necessary. Complete this 1314 in the normal manner as any other pay period. It is very important that the hours worked on the assigned relief day do not appear in the Christmas work hours block.

G. Regular Carrier Works Designated Holiday (Exhibit 7).

When the regular carrier assigned to a J or K route, with Thursday, December 25, as scheduled off day, the preceding work day is the employees designated Christmas holi-



STATEMENT OF SERVICE PERFORMED ON RURAL ROUTE

NAME OF RELIEF CARRIER	SOCIAL SECURITY NUMBER		ACTUAL WORK HRS WEEK 1
1 F.C. SCOTT	000-12-3456	1	08 HRS 75 HUND
2			
3			

NAME OF ASSIGNED CARRIER	GROUP CAS	FINANCE NO.	SOCIAL SECURITY NUMBER	DES		ROUTE NO	FLSA CODE	PAY PER	YEAR
R.E. CARRIER	8R	00-4321	000-65-4321	71	0	K01	B	01	81

* IDENTIFY ALL ABSENCES AND TRAINING WITH THE FOLLOWING CODES:

DAYS ASSIGNED CARRIER ABSENT WK	SAT	MON	TUE	WED	THU	FRI	ACTUAL WEEKLY WORK HOURS	CHRISTMAS WORK HRS
1					K		52 HRS 12 HUND	04 75
2				V	K		50 HRS 73 HUND	

NOTE: LEAVE BLANK THE BLOCKS FOR THOSE DAYS THE ASSIGNED CARRIER PERFORMED SERVICE.

THIS IS TO CERTIFY THAT THE ABOVE CARRIERS RENDERED SERVICE IN COMPLIANCE WITH POSTAL REGULATIONS.

12-26-80 DATE

I.M. POSTMASTER SIGNATURE OF POSTMASTER

ROUTE DEVIATION: 022

* IF NO PREVIOUS SERVICE RENDERED BY SUBSTITUTE, SUBMIT FORMS W-4 AND 1219 WITH THIS CERTIFICATE

PS FORM 1314, MAY 1977

Exhibit 7

Regular carrier assigned to a J or K route with Thursday scheduled off days. Therefore, the preceding work day is the designated holiday. Employee is required to work the designated holiday because the substitute carrier was unavailable.

1. Week 1, carrier worked 04.75 hours on scheduled off day and traveled 22 miles.
2. Week 2, employee was required to work on designated holiday, therefore enter V for second Wednesday and K for Thursday, December 25. Enter actual weekly work hours, including hours worked on the holiday in the *Actual Weekly Work Hours* block.

day. Since employee is required to work on designated holiday, enter V in second Wednesday block. **Do not record hours worked on designated holiday in Christmas work hours block.** Compensation for working designated Christmas holiday will be paid at appropriate rate.

H. Equipment Maintenance Allowance.

1. For all regular rural carriers who are entitled to EMA while serving as a Christmas Auxiliary Assistant, enter miles in the route deviation block on the 1314.

2. For all substitute carriers that use the preprinted 1314 issued for the Christmas Period and are entitled EMA, enter the hours and miles in the appropriate space on the 1314.—*Finance Dept., 11-6-80.*

CURRENT LABELS AND NOTICES

This listing (formerly in Chapter 4 of Publication 24) includes the size and description of all current labels and notices. It will be updated and included in Publication 23, Directives Catalog, to be published early next year. All items listed below are available from the supply centers.

No.	Date	Title	Description	Size (Approx.)	Unit of Issue
		Labels			
C	5/74	Mixed City Yellow Dot	pres.sens	½ x 1	roll
D	5/74	Facing Slip, Direct (red)	pres.sens	1" round	roll
F	5/74	All for Firm (blue)	pres.sens		roll
S	5/74	All for State (orange)	pres.sens	1" round	roll
1	11/70	Do Not Block Door	card	7¼ x 12½	each
3	5/74	SCF Green Dot Label	pres.sens	½ x 1	roll
4	2/76	Priority Mail	gummed	2 x 4	pad, 50
5	7/77	U.S. Mail (for letter box)	decal	8 x 8	each
8	1978	FIM (negative bar codes)	negative	3½ x 2	each
9	1/73	Money Order File Locator	gummed	2½ x 5	each
10	9/78	CON—CON	pres.sens	6½ x 3	each
11A	9/80	Express Mail—PO to PO	pres.sens. 3 part	8¼ x 4¼	package, 100
11B	9/80	Express Mail—PO to Addressee	pres.sens. 3 part	8¼ x 4¼	package, 100
11C	5/80	Express Mail—Airport to Airport	pres.sens. 3 part	8¼ x 4¼	package, 100
13	3/76	USPS Property Code No	pres.sens	2½ x 1¼	pad, 100
19	1974	Airmail	gummed	¾ x 1	sheet, 80
21	7/71	Officially Sealed	gummed	1 x 1¾	pad, 250
22	4/72	Dead Mail Matter	gummed	3 x 5	each
24	4/71	Submit to Collector of Customs	gummed	2½ x 5	each
25	4/71	Van Space Indicator	pres.sens	5 x 8	each
33	6/80	Warning—Penalty for Tampering	pres.sens	4 x 5½	each
34	6/80	In Office Cost System	pres.sens	1½ x 5	each
35	4/76	Non-Machinable	pres.sens	3 x 4	box, 500
37	9/76	Twelve Steps in Issuing Money Orders	pres.sens	2 x 5	each
39 A &B	1975	Money Order Machine Decals	pres.sens	2 x 5½	each
41	4/72	Penalty—Post Office	gummed	3 x 5½	pad, 100
42	5/79	Intl. Express Mail	pres.sens	2½ x 2½	sheet, 12
43	9/80	Intl. Express Mail Receipt	pres.sens	3½ x 5⅝	each
46A	2/77	Presort 1st Class City Primary	tray labels	4 x 9½	each
46B	2/77	Presort 1st Class City Secondary	tray labels	4 x 9½	each
46C	2/77	Presort 1st Class Outgoing Pouch	tray labels	4 x 9½	each
46D	2/77	Presort 1st Class Riffle Unit	tray labels	4 x 9½	each

No.	Date	Title	Description	Size (Approx.)	Unit of Issue
		Labels—Continued			
46E	2/77	Presort 1st Class Sectional Center	tray labels	4x9½	each
54	3/76	Special Delivery	pres.sens	1x2	sheet, 16
55	9/79	Mail Collection Times	decal	15x2½	each
55A	1/79	Mail CollectionTimes *Nearest Box	decal	10½x2½	each
55B	8/80	Deposit Next Day Express Mail Only	decal	12½x5	each
57	......	Express Special Delivery	gummed	1 x 2	sheet, 24
58	7/71	Penalty-Addressed to PM with Registered NO.	gummed	3 x 5	sheet.
59A	10/77	Last Pickup (5 PM)	pres.sens	7¾ x 8	each
59B	10/77	Last Pickup (5:30 PM)	pres.sens	7¾ x 8	each
59C	10/77	Last Pickup (6 PM)	pres.sens	7¾ x 8	each
59D	10/77	Last Pickup (6:30 PM)	pres.sens	7¾ x 8	each
59E	10/77	Last Pickup (7 PM)	pres.sens	7¾ x 8	each
59F	10/77	Last Pickup (7:30 PM)	pres.sens	7¾ x 8	each
59G	10/77	Last Pickup (8 PM)	pres.sens	7¾ x 8	each
60	3/73	Defective Lock	pres.sens	6½ x ½	sheet, 10
63	4/77	Express Mail—Outside Shipment	pres.sens	12 x 4	each
69A	3/72	Currency Strap $50	gummed on end	1¼ x 7¾	each
69B	1/73	Currency Strap $100	gummed on end	1¼ x 7¾	each
69C	3/72	Currency Strap $200	gummed on end	1¼x7¾	each
69D	3/72	Currency Strap $250	gummed on end	1¼ x 7¾	each
69E	6/73	Currency Strap $300	gummed on end	1¼ x 7¾	each
69F	3/72	Currency Strap $500	gummed on end	1¼ x 7¾	each
69G	12/75	Currency Strap $1,000	gummed on end	1¼ x 7¾	each
69H	3/72	Currency Strap $2,000	gummed on end	1¼ x 7¾	each
70	1/79	Safety Check Before Operating Vehicle	decal	3½ x 8½	each
71	10/79	Turn Off Motor	pres.sens	2 x 4	each
81	8/80	USPS Eagle Decal for Express Mail Collection Boxes.	decal	3¾ x 4¼	each
82A	8/80	Deposit Express Mail Only	decal	9 x 13¼	each
82B	8/80	Deposit Express Mail Only	decal	10½ x 7¼	each
83	7/79	Express Mail	pres.sens	2¼ x ¾	sheet, 24
84	6/72	USPS Eagle Decal for Post Offices	decal	9 x 10¼	each
87	3/71	Registered Outside	gummed	3 x 4¼	sheet
89	2/71	Closing Registered Mail	gummed	3 x 3½	pad
97	3/74	Rifled Parcel Label	gummed	3 x 6¼	pad, 25
100	7/79	Nonstandard Surcharge Collection	pres.sens	2¼ x 3½	sheet, 4
105	3/72	Official Seal, Do Not Break Until Authorized.	pres.sens	6½ x 2	sheet
109	5/73	Pool Case	gummed	8½ x 5½	each
110	7/72	Preferential—Do Not Delay	gummed	1 x 3¼	sheet, 10
111	2/71	Scales Within Maintenance Tolerance	pres.sens	1 x 1½	pad, 100
136B	2/71	US Mail: Destination (White)	pres.sens	2½ x 4¾	pad
136E	10/71	US Mail: Destination (Red)	pres.sens	2½ x 4½	pad
139	10/76	Input Weighed (Yellow)	card	3½ x 8	each
140	8/72	Output Weighed (Blue)	card	3½ x 8	each
141	12/70	Inventoried (Pink)	card	3½ x 8	each
142	3/76	Do Not Weigh (Green)	card	3½ x 8	each
148	7/71	Rural Letter Carrier Craft Orientation Kit.	gummed	3 x 6	each
153	12/77	Express Mail-Custom Designed Service	gummed	3¼ x 5	pad, 100
155	5/80	Intl. Express Mail	gummed	3¼ x 5	box, 1000
162	......	Local Delivery	decal	10½ x 5	each
204	5/72	Presort 1st Class all for ZIP	tray label	3¼ x 8	each
205	5/72	Presort 1st Class all for First 3 Digits	tray label	3¼ x 8	each
206	5/72	Presort 1st Class all for States	tray label	3¼ x 8	each
211	3/73	Bar Coded	tray label	3½ x 8	each
		Notices			
1	8/80	Postmaster Vacancy	card	8½ x 11	each
2	4/78	Portable Lockbox	8 pp	6 x 9	each
3	5/79	Letter Size Mail Dimensions	paper template	8 x 13	each
5	7/79	Return to Sender (Nonmailable item)	phosphor tagged card.	5½ x 8	each

No.	Date	Title	Description	Size (Approx.)	Unt of Issue
		Notices—Continued			
7	10/76	Document Reconstruction Insurance, Express Mail.	4 pp., folded	4 x 8½	each
8A	5/80	Change of Address Kit	8 pp., accordion fold card.	3¾ x 5¾	each
9	11/70	No Smoking Open Flame	pres.sens	5¼ x 8½	each
11	1/79	Tips, Tags & Thanks	6 pp., folded	3¾ x 8¾	each
12	4/78	Postal Customer Councils	card	8½ x 11	each
13	1/79	Express Mail Merchandise Insurance	4 pp., folded	4 x 8½	each
15	12/70	Official Business, Postal Inspector	card	4¼ x 8¼	each
16	3/77	Tips for Taxi Fares	card, 2 sides	3½ x 3½	each
17	7/80	Plain Stamped Envelope Price List	sheet, 1 side	8 x 10½	each
18	7/80	Printed Stamped Envelope Price List	6 pp., folded		each
21	9/80	13 Period Year Calendar	sheet, 1 side	8 x 11	each
22	5/80	Express Mail, Reship	6 pp., folded	8½ x 11	each
23A	2/71	Addressing for Automation in 70s	8 pp., folded	8 x 10¼	each
23B	8/80	Secretarial Addressing for Automation	6 pp. folded	3¾ x 8½	each
23D	10/76	Computer Addressing for Automation	6 pp. folded	3¾ x 8½	each
24	12/75	Tray Your Mail	6 pp. folded	3½ x 8	each
25	7/80	Planning Schedule	8 pp	10 x 14	each
26	4/71	Maximum Time Allowance for Routing Mail.	sheet, 2 sides	8 x 10½	each
27	5/71	Saving Dollars Through Plant Loading	4 pp. folded	5¼ x 8	each
28	7/78	13-Period Year Calendar	card, 2 sides	2½ x 4	each
30	2/75	Time Conversion Table	sheet, 1 side	8 x 10½	each
32	4/77	Your Box Rent is Due	sheet, 1 side	4 x 6	each
34	2/79	Instructions to Management when Deliver is to a Central Point.	sheet, 2 sides	8 x 10½	each
36	10/75	Labeling Bundled Mail (Service Standards) (Color coded).	card	2½ x 3¾	each
38	11/78	Approaches to Curbside or Rural Mailboxes.	sheet, 1 side	4 x 6	each
39	3/75	U.S. Mail	card, folded	4 x 11	each
43	7/80	Express Mail Next Day Service	pamphlet, 16 pp	3¾ x 8½	each
46	6/78	Express Mail Next Day Service (Date)	4 pp. folded	4 x 8½	each
47	6/78	Express Mail Next Day Service (Merchandise).	4 pp. folded	4 x 8½	each
52	4/79	Street Letter Box Painting Specs	sheet, 2 sides	8¼ x 11	each
59	6/79	Domestic Postage Rates, Fees and Information.	10 pp., folded	3¼ x 7½	each
60	6/80	Door Mail Slot Specs	sheet, 1 side	8 x 10½	each
62	8/77	Express Mail Next Day Service, (Rate Charts PO to PO, PO to Addressee).	card, 2 sides	8 x 10½	each
62A	8/77	Express Mail Custom Designed Service (Pouch Rates).	sheet, 1 side	8 x 10½	each
62B	9/79	Express Mail Same Day Airport Service (Rates).	sheet, 2 sides	8½ x 11	each
63	6/80	Express Mail Explanation of Service	sheet, 2 sides	8½ x 11	pad, 50
64	7/80	Schedule of Postage Rates	sheet, 1 side	8½ x 11	each
69	2/76	Central Mail Delivery	6 pp., folded	3½ x 8½	each
70	7/79	Privacy Act Notice	sheet, 2 sides	8 x 10½	each
70C	6/78	Privacy Act Statement (For use with Form 2201).	sheet, 1 side	8 x 10½	sheet 7
72	1/75	VIM—Vertical Improved Mail	6 pp., folded	3½ x 8½	each
73	3/72	Introduction to the Student	4 pp., folded	5½ x 7½	each
76	10/78	Expanded Vehicle Safety Check	card, 2 sides	4 x 5¾	each
80	11/76	Mail Chute Obstructions	sheet, 1 side	5¼ x 8	each
85	2/72	Retailing Postal Products	brochure, 13 pp	7½ x 10¼	each
86	2/72	Retailing Postal Products Self Study, Admin. Guide.	brochure, 12 pp	7½ x 10¼	each
87	10/78	Instructions for Application of SSPC Information Panels.	2 sheets stapled	8 x 10½	each
88	1/78	Souvenir Pages	sheet, 2 sides	8 x 10½	each
91	8/77	Labeling Packages of Mail	sheet, 1 side	8 x 10½	each
95	9/80	Guide to Addressing	6 pp. folded	3¾ x 8½	each

No.	Date	Title	Description	Size (Approx.)	Unit of Issue
		Notices—Continued			
96	8/77	Notice of Reward	sheet, 1 side	8 x 14	each
97	7/77	Packing Empty Equipment	card, 2 sides	3 x 4⅛	each
112	8/80	On Site Meter Setting	6 pp. folded	3½ x 8½	each
123	10/77	Stamp Selection: Who & Why	brochure, 12 pp	3¾ x 8½	each
125	6/80	Metered Better, Treated Better	6 pp. folded	3¾ x 8½	each
141	9/77	Express Mail—Delivering Employee Procedures.	sheet, 1 side	4 x 9½	each
150	5/76	Business Relocation Assistance	6 pp. folded	3¾ x 8½	each
151	5/76	Relocation Assistance for Owner Occupants	6 pp. folded	3½ x 8½	each
153	5/76	Acquisition of Property	6 pp. folded	3½ x 8½	each
202	6/80	Guide for Submitting Statistical Program Reports—CAGs K&L, FY 80.	sheet, 1 side	8½ x 11	each
204	6/80	Dog Days	1 p. folded	3¾ x 8½	each

—Office of Management Services, 11–6–80.

VACANT REGULAR RURAL ROUTES LISTING NO. 80–48

The vacant rural routes listed below will be posted for bid in accordance with the USPS–NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this POSTAL BULLETIN. Those rural carriers having special bidding rights as defined in the USPS–NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
CENTRAL REGION					
Indiana	Clayton	46118	01	43:58 (44H)	41.37
	Madison	47250	06	47:54 (40K)	92.71
	Seymour	47274	03	38:36 (39S)	55.65
	Ridgeville	47380	01	33:56 (34S)	72.60
Iowa	Riceville	50466	02	41:11 (41H)	93.12
	Charles City	50616	01	43:22 (43H)	64.10
Kansas	Pittsburg	66762	05	45:13 (45H)	83.75
	Belleville	66935	02	40:34 (41S)	86.40
	Clifton	66937	01	42:01 (42S)	92.50
Kentucky	Greensburg	42743	05	38:41 (39S)	90.65
Michigan	Dundee	48131	01	36:12 (36S)	65.75
	Houghton Lake	48629	01	52:20 (44K)	44.43
	Gagetown	48735	01	33:05 (33S)	71.39
	Harrisville	48740	02	46:08 (46H)	79.68
	Belmont	49306	02	50:10 (48K)	36.40
	Custer	49405	01	43:10 (43H)	89.65
	Traverse City	49684	14	38:03 (38S)	47.30
Minnesota	Red Wing	55066	03	39:47 (40H)	52.63
	Clara City	56222	01	40:10 (40S)	101.70
	Raymond	56282	01	43:10 (43H)	92.20
	Wheaton	56296	01	38:23 (38S)	119.45
	Browerville	56438	01	45:37 (42J)	111.55
Missouri	Union Star	64494	01	42:41 (43H)	100.70
	Warsaw	65355	02	45:06 (45H)	87.85
	Lebanon	65536	01	52:28 (44K)	75.55
Nebraska	Bennington	68007	01	46:03 (46H)	110.90
	Plattsmouth	68048	02	57:53 (48K)	97.05
	Broken Bow	68822	02	41:27 (41S)	84.00
Ohio	Delaware	43015	02	47:01 (43J)	50.20
	Canal Winchester	43110	01	46:41 (43J)	51.00
	Kimbolton	43749	02	29:10 (30S)	89.00
	Petersburg	44454	01	47:42 (44J)	40.60
	Wooster	44691	08	39:54 (40H)	49.60
	do	44691	09	35:17 (35H)	13.35
EASTERN REGION					
New York	Seneca Falls	13148	01	47:41 (44J)	51.40
	Waterloo	13165	02	50:50 (42K)	60.05
	Theresa	13691	01	38:25 (38S)	61.80
	Naples	14512	03	39:20 (38S)	63.90
	Painted Post	14870	03	46:55 (43J)	18.60
	Wellsville	14895	03	38:42 (39S)	38.10
Pennsylvania	Gibsonia	15044	02	40:35 (41H)	19.50
	Allison Park	15101	03	56:35 (47K)	23.85
	Lititz	17543	07	38:07 (38H)	15.60
Virginia	Fredericksburg	22401	03	41:23 (41H)	53.45
	do	22401	11	44:27 (44H)	37.95
NORTHEAST REGION					
Massachusetts	Chelmsford	01824	01	45:25 (45H)	19.50
	Norwell	02061	06	35:07 (35H)	20.60
New Hampshire	Londonderry	03053	08	42:26 (42H)	20.45
Maine	Brewer	04412	02	34:41 (35S)	30.30
WESTERN REGION					
California	Bakersfield	93302	03	51:00 (46J)	110.50
Coloradc	Bailey	80421	01	53:51 (45K)	40.90
	Morrison	80465	04	48:59 (41K)	18.30
	Keensburg	80643	01	39:44 (40S)	88.10
	Idalia	80735	01	29:44 (30S)	90.00
	Pueblo	81005	03	46:14 (46H)	91.00
Oregon	Estacada	97023	01	49:20 (41K)	44.95
	Eugene	97405	03	45:34 (46H)	62.80
	Riddle	97469	01	40:00 (40H)	34.00
Washington	Rochester	98579	02	46:45 (43J)	82.95
	Vancouver	98660	02	52:22 (44K)	42.90

*The "Route Classification and Evaluation" published in this POSTAL BULLETIN may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

—Labor Relations Dept., 11–6–80.

DMM Revision

NON-IDENTICAL FIRST-CLASS PRESORT

POSTAL BULLETIN 21253 (7–10–80) contained several revisions to the DOMESTIC MAIL MANUAL (DMM) regarding postal regulations pertaining to the eligibility and preparation requirements for metered non-identical weight, letter size, presort rate First-Class Mail. There were several omissions to Exhibit 367.24. The following revised exhibit is complete and correct and will be incorporated into the DMM. Disregard the previously published exhibit.

Exhibit 367.24

Area Distribution Center Labeling/Make Up Requirements

Top Line of Label:	*ZIP Codes Beginning with the Following Three Digits to be Included in Mailing*
DIS JFK NY 003	005, 110–111, 113–119
SCF San Juan PR 006	006–009
DIS Springfield MA 010	010–016
DIS Boston MA 021	017–026, 055
SCF Providence RI 028	027–029
DIS Manchester NH 030	030–034, 038–039
DIS Portland ME 040	040–049
DIS White Rvr Jct VT 050	035–037, 050–054, 056–059
DIS Hartford CT 060	060–069
DIS Newark NJ 070	070–079, 088–089
DIS South Jersey NJ 080	080–087
AMF Dulles DC	090–094, 096–098 from: ER & SR [1]
AMF O'Hare IL	090–094, 096–098 from: CR & WR [2]
AMF Kennedy ANX 2 NY	090–094, 096–098 from: NE only [3]
AMF Kennedy ANX 3 NY	095
New York NY 100	100–104, 112
DIS Westchester NY 105	004, 105–109, 127
DIS Albany NY 120	120–126, 128–129
DIS Syracuse NY 130	130–139
DIS Buffalo NY 140	140–149
DIS Pittsburgh PA 150	150–168, 260
DIS Harrisburg PA 170	169–178
DIS Philadelphia PA 190	179–196
DIS Wilmington DE 197	197–199
Washington DC 200	200–205
DIS Baltimore MD 210	206–219, 254, 267
DIS Northern VA VA 220	220–229
DIS Richmond VA 230	230–239
DIS Roanoke VA 240	240–249
DIS Charleston WV 250	250–253, 255–259
DIS Clarksburg WV 263	261–266, 268
DIS Greensboro NC 270	270–279
DIS Charlotte NC 280	280–289, 297
DIS Columbia SC 290	290–296
DIS Atlanta GA 300	298–309, 311
DIS Macon GA 310	310, 312–319
DIS Jacksonville FL 320	320–326
DIS Miami FL 330	330–334, 340
DIS Tampa FL 335	327–329, 335–339
DIS Birmingham AL 350	350–359
DIS Montgomery AL 360	360–368
DIS Nashville TN 370	370–374, 376–379, 384–385
DIS Memphis TN 380	375, 380–383, 386, 723
DIS Jackson MS 390	369, 387–397
DIS Louisville KY 400	400–409, 411–427, 471
DIS Columbus OH 430	430–439
DIS Cleveland OH 440	440–449
DIS Cincinnati OH 450	410, 450–459, 470
DIS Indianapolis IN 460	460–462, 467–469, 472–479
DIS Detroit MI 481	480–489
DIS Grand Rapids MI 493	490–497
DIS Des Moines IA 500	500–508, 520–528, 612
DIS Milwaukee WI 530	498–499, 530–539, 541–545, 549
DIS St Paul MN 550	540, 546–548, 550–551, 556–559
DIS Minneapolis MN 553	553–554, 560–564, 566
DIS Sioux Falls SD 570	570–577
DIS Fargo ND 580	565, 567, 580–588
DIS Billings MT 590	590–599, 821
DIS North Subn IL 600	600–603, 610–611, 613–619
Chicago IL 606	606
DIS North Subn IL 608	463–466, 604–605, 609
DIS St Louis MO 630	620–639, 654–655
DIS Kansas City MO 640	640–653, 656–668
DIS Wichita KS 670	669–679, 739
DIS Omaha NE 680	510–516, 680–693
DIS New Orleans LA 700	700–708
DIS Shreveport LA 710	710–714
DIS Little Rock AR 720	716–722, 724–729
DIS Oklahoma City OK 730	730–732, 734–738
DIS Tulsa OK 740	740–749
DIS Dallas TX 752	750–759
DIS Ft Worth TX 760	760–769, 790–799
DIS Houston TX 770	770–778
DIS San Antonio TX 780	733, 779–789
DIS Denver CO 800	800–816
DIS Cheyenne WY 820	820, 822–828
DIS Boise ID 836	832–834, 836–837, 979
DIS Salt Lake City UT 840	829–831, 840–847, 893, 898
DIS Phoenix AZ 852	850–865
DIS Albuquerque NM 870	870–884
DIS Las Vegas NV 890	890–891, 894–897
Los Angeles CA 900	900
DIS LAX–A CA 900	902–918
DIS LAX–B CA 901	920–935
DIS San Francisco CA 940	940–949
DIS San Francisco CA 942	936–939, 950–961
SCF Honolulu HI 967	967–969
DIS Portland OR 970	970–978, 986
DIS Seattle WA 980	835, 838, 980–985, 988–994
*FPO San Francisco CA 966	966
*PCC San Francisco CA 962	962–965 from: SR, 800–831, 840–969 [4]
*DIS Sea-Tac WA 987	987 from: SR, 800–831, 840–969 [4]
*DIS Sea-Tac WA 987	987, 962–965 from: NE, ER, CR, 590–599, 832–838, 970–999 [5]
*DIS Sea-Tac WA 980	995–999

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[1] From: Eastern Region and Southern Region.

[2] From: Central Region and Western Region.

[3] From: Northeast Region only.

[4] From: Southern Region and ZIP Codes beginning with 800–831, 840–969.

[5] From: Northeast Region, Eastern Region and Central Region and ZIP Codes beginning with 590–599, 832–838, 970–999.

*These splits to be based on density, otherwise use the following:

DIS San Francisco CA 940	940–949, 962–966 from: SR, 800–831, 840–969
DIS Sea-Tac WA 980	987, 995–999 from: SR, 800–831, 840–969 [4]
DIS San Francisco CA 940	940–949, 966 from: NE, ER, CR, 590–599, 832–838, 970–999 [5]
DIS Sea-Tac WA 980	962–965, 987, 995–999 from: NE, ER, CR, 590–599, 832–838, 970–999 [5]

—Rates & Classification Dept., 11–6–80.

F-1 Revision

SALARY CHECK PROBLEMS

Effective immediately, Section 445.5 of Handbook F-1, *Financial Handbook for Post Offices,* is changed to read as follows:

445.5 Salary Check Problems

.51 Erroneous Salary Checks

.511 When there is an error in name or social security number of the employee, return check to the disbursing officer, postal data center (PDC), with an explanation.

.512 Should a check be greater than the net amount due, return check to the disbursing officer, PDC, with an explanation (see 445.521).

.513 Should a check be less than net amount due, issue the check to the employee (see 445.522).

.52 Interim Salary Payments

.521 Arrange for an interim salary payment to employee of not more than net amount due when check is not received by scheduled date or is returned to the PDC for the reasons above.

.522 An interim salary payment may be made to an employee whose check was less than net amount due. The interim salary payment shall be no more than the difference between the salary check and the net amount due.

.523 Interim salary payments of less than $20 are not authorized.

.524 Do not make salary advances to terminating employees. Caution should be exercised in making an interim salary payment to an employee whose paycheck is reduced by the PDC for amounts due the USPS (including adjustments for prior periods), Internal Revenue Service, or a garnishment order.

.525 The postmaster, or at large offices, the appropriate supervisor, should prepare Form 1608, *Emergency Salary Authorization and Receipt,* in duplicate; have employee sign the original; and make payment from postal funds temporarily substituting signed Form 1608 in place of funds paid out. Carry the amount in suspense AIC 814. The original Form 1608 should accompany Form 1412 when used.

.526 The duplicate Form 1608 is used as a collection reminder. On receipt of regular bi-weekly check (see .521 above) or adjusting check (see .522 above) from the PDC, have employee make immediate settlement by signing check and receiving the signed Form 1608 and difference, if any, in cash, money order or Symbol 9500 Treasury check, as appropriate. Remove the amount from Suspense, AIC 814.

.527 Salary advances made to employees under any conditions other than those stated in this section are prohibited.

.528 Postmasters at CAG A through G offices are authorized to make interim payments as described above to employees of other field units of the Postal Service.

.529 The names and titles of supervisors authorized to approve interim payments must be on file with the postmaster.

.53 Lost, Stolen or Destroyed

.531 Notify the disbursing officer, PDC, when an employee reports a paycheck was lost, stolen or destroyed after receipt by the employee. The notice may be by telephone, but must be confirmed in writing stating the pay period, employee social security number and other pertinent information.

.532 The employee must explain the circumstances and state whether the check was endorsed.

.533 Upon receipt from the disbursing officer of Form 3031, *Treasury Check Replacement,* take the appropriate action or provide further information as indicated.

.54 Undeliverable Checks. When a salary check is determined to be undeliverable, promptly return it to the disbursing officer, PDC, accompanied by a brief memorandum explaining circumstances for nondelivery.

.55 Payroll Checks of Deceased Employees. Payroll checks dated after the death of an employee should be returned immediately to the disbursing officer, PDC, accompanied by a brief explanation. The lump sum benefits—money or compensation due (unpaid compensation) to beneficiaries—may be delayed awaiting the return of payroll checks.

* * * * *

Section 445.7 of Handbook F-1 is changed to read:

445.7 Emergency Salary Payment Procedures

Postal data centers will implement emergency pay procedures whenever a significant number of time cards or time credits (non-time card offices) are not received. These procedures will generate salary checks in the amount of:

a. Eighty hours of pay for full-time employees including postmasters.

b. Sixty hours of pay for part-time flexible employees in CAG A through G offices.

c. Pay for scheduled hours for part-time regular employees including part-time postmasters.

d. Pay will not be generated for casual or temporary employees or for part-time flexible employees at CAG H through L offices.

Rural carriers are not included in these procedures; however, salary advances may be made under provisions of 445.5. Upon receipt of correct time credit information, the PDC will make necessary adjustments to properly correct the employee's salary considering overpayments, underpayments and leave charges. These salary adjustments will be reflected in salary checks for the subsequent pay period. Interim salary payments under 445.52 may be made to employees to supplement payment under the emergency procedures. Postmasters will not release checks to employees who were not in a pay status during the pay period, but will return the checks as in 445.512.

These changes will be incorporated in a future revision of Handbook F-1.—*Finance Dept., 11-6-80.*

Money Order Vouchers

Effective immediately, Sections 685.12b and c of Fiscal Handbook F-1, *Financial Handbook for Post Offices,* are rescinded. Post Offices are no longer required to prepare and submit the 3" x 5" index card with their shipments of money order vouchers.

Also, vouchers for CAG H-L offices no longer need to be submitted in boxes separate from those for CAG A-G offices.—*Finance Dept., 11-6-80.*

UNIFORM ALLOWANCE—NURSES

In accordance with the terms of the new National Postal Professional Nurses (NPPN) Agreement, the following procedures are established:

Full-time Nurses

A probationary employee will not be credited with a uniform allowance until the satisfactory completion of the probationary period (90 calendar days from employment date). If the probationary period is satisfactorily completed, the employee's anniversary date reverts to the initial day of employment as a registered nurse with the U.S. Postal Service.

Installation manager or designee will be responsible for notifying the St. Louis Postal Data Center (PDC) when the nurse has satisfactorily completed the probationary period. A Form 1346, *Uniform Allowance Code Sheet* must be prepared for immediate submission to the St. Louis PDC for processing of payment card. Please indicate in the *Remarks* section of Form 1346 the date of the employee's appointment as a registered nurse with the USPS. (A Form 1346 must be submitted immediately to the St. Louis PDC for any nurse whose career appointment was March 22, 1980 and subsequent.)

Part-time Flexible Nurses

1. *Newly hired part-time flexible nurses.* During the first employment year a part-time flexible nurse would not be entitled to a uniform allowance. On the anniversary date of the employee's employment as a registered nurse with the USPS, a review will be made by the installation manager or designee to determine if the nurse has worked 1560 or more hours during the immediate preceding 12 month period. If the nurse has worked the 1560 or more hours, the employee would be entitled to a uniform allowance. If the employee has not met the hours worked requirement, the nurse would not be entitled to a uniform allowance.

2. *Part-time flexible nurses already working.* A review should be made by the installation manager or designee on the anniversary date of employment as a registered nurse with the USPS. If the employee has worked 1560 or more hours during the immediate preceding 12 month period, the nurse would be entitled to a uniform allowance. If the nurse has not met the hours worked requirement, the nurse would not be entitled to a uniform allowance.

3. A review by the installation manager or designee of each part-time flexible's work hours will be required each employment anniversary date as a registered nurse in the USPS to determine eligibility. This could result in a part-time flexible receiving a uniform allowance one anniversary year and not in another.

4. The installation manager or designee will be responsible for notifying the St. Louis PDC when a nurse has or has not met the work hours requirement. Form 1346 should be prepared and submitted to the St. Louis PDC for necessary action.

All completed Forms 1346 should be mailed to:

Postal Data Center
Contractual Services Branch
Uniform Allowance Section
P.O. Box 14916
St. Louis, MO 63180

The installation manager or designee must monitor the uniform allowance program to insure that employees are currently meeting criteria and that uniform allowance items purchased are authorized for the particular program and/or position.

The provisions of Article 17 of the USPS–NPPN Agreement became effective March 22, 1980 and retroactive adjustments will be required of those nurses whose anniversary date was after March 22, 1980. The annual uniform allowance for nurses in the NPPN bargaining unit has been increased from $125.00 per annum to $165.00 per annum.—*Labor Relations Dept., 11–6–80.*

DOMESTIC FIRST FLIGHT CACHET

Frontier Airlines has announced two new service routes beginning on December 1, 1980. The flights will provide round trip service between Denver, CO and Des Moines, IA; and Lincoln, NE and Des Moines, IA.

Official cachet and philatelic treatment are outlined in 244.63, Postal Operations Manual.

To prepare and send covers for official philatelic treatment, follow these procedures:

1. Address all covers.

2. Applicable rate of postage per cover is 15 cents for the first ounce, 13 cents for each additional ounce up to 12 ounces.

3. Allow a clear space, 2½ by 2½ inches, on the lower portion of the envelope and to the left of the address, for the cachet.

4. Provide an additional clear space of 1½ inches to the left of the innermost stamp to permit a clear postmark.

5. Include in each envelope a uniform enclosure of the approximate thickness of a postal card to assure a good impression.

6. Enclose the prepared covers in another envelope and indicate segment desired by pencil notation in the upper right hand corners of the covers.

7. Mail the covers to reach the office applying the cachet no later than three days before the scheduled date of the flight.

8. Endorse the lower left corner of the outer envelope containing the covers with *First Flight Covers* for easy identification, and address as follows:

Cachets to be applied by	*Send covers to*
Denver City Post Office	Postmaster U.S. Post Office Denver, CO 80202
Denver Airport Mail Facility	Operations Manager Airport Mail Facility 3550 Roslyn Denver, CO 80207
Des Moines City Post Office	Postmaster Main Post Office 1165 Second Avenue Des Moines, IA 50318
Lincoln City Post Office	Postmaster Main Post Office Lincoln, NE 68501

Covers bearing previous postmarks and those not prepared according to these instructions will not receive cachets or cancellations.

There will be a limit of 50 covers per customer per flight.—*Customer Services Dept., 11–6–80.*

STATE DEPARTMENT POUCH MAIL

DOMESTIC MAIL MANUAL (DMM) 126 contains conditions governing mail sent via the Department of State to U.S. Foreign Service personnel abroad. The conditions governing the Department of State's services are prescribed by the Department of State, and it has requested conforming revisions to postal regulations.

126 Mail Sent Via Department of State to U.S. Government Personnel Abroad

126.1 Availability

.11 General. The Department of State makes its facilities available for the transmission of certain types of personal mail to authorized U.S. citizen employees of the federal government stationed in other countries. Authorized use of these facilities permits the mailer to pay domestic instead of international postage rates and to avoid foreign customs clearance requirements. Mailers should recognize, however, that the State Department prescribes certain service limitations and requirements which are subject to change and which may differ among foreign service posts. The Department generally will not accept dangerous or fragile material, or goods from sources outside of the United States.

.12 Compliance. The State Department opens and inspects mail sent to it for transmission abroad to determine whether the mail complies with this regulation and with the State Department's further requirements. Mail that does not comply may be returned by the State Department to the Postal Service for appropriate disposition.

.13 If Not Available. If the facilities of the Department of State are not available, senders may write or mail articles to the addressee directly, using either regular international mail services (see Publication 42, *International Mail*), or, if the addressee has been assigned an APO or FPO address, using applicable military mail services (see 125). Information on whether the addressee has an APO or FPO address is obtained directly from the addressee.

.14 Further Information. Current information on services provided to particular foreign service posts abroad via the facilities of the Department of State should be obtained from: Department of State (OC/P), Office of Communications, Washington, D.C. 20520, phone (202) 632-2442.

126.2 Mailing Conditions for Authorized Mail

.21 Mailability. Postal mailability standards (see 123 and 124) apply to mail sent to the Department of State for transmission abroad, in addition to any restrictions imposed by the Department on what may be transmitted abroad through its facilities.

.22 Addressing

.221 The following form of address must be used for all envelopes and for packages weighing 2 pounds or less authorized for transmission by the Department of State:

Name
Foreign City (omit name of country)
Department of State
Washington, D.C. 20520

.222 Magazines, newspapers, and packages over 2 pounds authorized for transmission by the Department of State must be addressed as above, except that the ZIP Code to be used is 20521.

.23 Special Services Not Available. Registry, insurance, special delivery, special handling, and COD services are not available for mail transmitted through Department of State facilities. When addressed for transmission via Department of State, mail sent by any special service above will be returned to the sender endorsed *Service Not Available.*

.24 Weight and Size Limits. No package may weigh more than 40 pounds or exceed 24 inches in length or 62 inches in length and girth combined.

.25 Postage Rates. Postage for mail sent abroad via the facilities of the Department of State is to be paid at the applicable domestic rate for the class of mail and the type of service desired. For mail subject to zone rates, the postage rates from the mailing office to Washington, D.C. apply.

.26 International Postal Forms. Customs declarations, stickers, etc., are not required on mail sent through Department of State facilities.

126.3 Prohibited Materials

.31 Dangerous or Fragile Material. The Department of State will not accept dangerous or fragile materials for transmission through its facilities. The Department maintains examples of such prohibited materials in its regulations. As of June 1980, these included:

a. Explosives, firearms, ammunition, incendiary material, corrosives (such as, but not limited to, hydrochloric and sulfuric acids), caustics, poisons, radioactive substances, magnetic items, or items packed in glass containers larger than six ounces (only one such glass container per package), and any parcels not meeting the Department's size and weight limitations (set out in 126.24);

b. Illegal narcotics and dangerous drugs; and

c. Film, except the nonflammable "safety" type film.

.32 Other Prohibitions. The Department of State's regulations as of June 1980 also contained the following list of materials which it will not accept for transmission:

a. The personal effects of deceased U.S. citizens;

b. Any item which it is illegal to import into the receiving country or export from the sending country;

c. Any goods from third country sources addressed to the Department of State requiring clearance by Customs authorities before onward shipment to posts abroad;

d. Alcoholic beverages, plants and animals;

e. Foodstuffs in excess of 25 pounds per authorized individual per calendar year; and

f. Any items shipped to circumvent the weight limitations provided for household effects, airfreight, and food allowances. (NOTE: This prohibition does not preclude the occasional shipment of clothing, gifts, printed materials, personal necessities, or household wares).

.33 Current Information. Current Information on prohibitions maintained by the Department of State should be obtained from the office listed in 126.14 above.

126.4 Security of Mail Sent Via Department of State

The Department of State does not assume any liability for loss or damage to any mail it accepts for transmission abroad. The sender, by using the Department's facilities, consents to examination by the Department by means such as: X-ray; letter bomb detector; and opening, searching, and divulging the contents of any package. The Department of State will not open a sealed envelope that it believes to contain only correspondence or documents, except with the consent of the sender or addressee or under a federal search warrant.—*Rates & Classification Dept., 11-6-80.*

Government Transportation Request

Government transportation requests (GTRs) are accountable paper. As such, they are controlled by the Office of Headquarters Services, Procurement and Supply Department. According to Handbook M-9, *Travel*, GTRs may be issued by the Office of Headquarters Services *only* on written request from the Officers listed in 115.1 of the M-9, or from regional directors, Regional Chief Inspectors, Postal Data Center Directors, Inspectors-in-Charge, and supply center managers. No one else may order GTRs from Headquarters Services or from General Services Administration. There are no exceptions to this policy.—*Finance Dept., 11-6-80.*

ESSEN 80 Souvenir Card

Description. The ESSEN 80 Souvenir Card will be distributed in Essen, West Germany in honor of the Third International Stamp Fair in Essen, November 15 through 19. The card features a 1954 German and 1952 U.S. stamp issued to commemorate the 500th Anniversary of printing from movable type. The card bears a message signed by the Postmaster General. Do not sell before November 17, 1980.

Collectors. Customers may purchase the uncanceled form of the ESSEN 80 Souvenir Card for $2.00 at authorized philatelic centers only, or by mail order from the Philatelic Sales Division for both the canceled and uncanceled form. The canceled cards are $2.15 ea. A 15-cent Albert Einstein stamp will be affixed to the card and canceled with the circular U.S. cancellation to be used at ESSEN. Orders should be addressed to: ESSEN Card, Philatelic Sales Division, Washington, DC 20265.

Supply. Only post offices with authorized philatelic centers will receive an automatic distribution. Post offices with philatelic centers requiring additional stock of the ESSEN 80 card **Item 507**, are to order from their regional accountable paper depository on a Form 17, *Stamp Requisition*, in quantities of 100.—*Customer Services Dept., 11-6-80.*

All Personnel Processing Mail for Dispatch Abroad

Foreign Order Notice 25

Keep all foreign order notices for use as reference.

A tentative *False Representation* order has been issued against:

SWITZERLAND

The Economic Documentation Centre
Rennweg 42-44
CH-8001 Zurich

ENGLAND

J. B. Casey & Co. Publishers
BCM Box 588
London WC1V 6XX

A tentative Lottery order has been issued against:

CANADA

Vancouver, B.C.

U.A.C., Inc.
Suite 510
470 Granville Street
and
Suite 510
470 Granville Street

Sovereign Sales
P.O. Box 76810, Station S
3366 Kingsway
and
P.O. Box 76810, Station S
3366 Kingsway

Regina, Saskatchewan

B & D Holdings
(Service & Handling Division)
Box 1064

IRELAND

Dublin

Mary Kenny
40 Mt. Pleasant Sq.

Ellen Brady
9 Casement Grove

James Kilmurry
24 Delaford
Knocklyonwood

Co. Dublin

Una Coyne
23 Castle Court
Booterstown

Miss Liz Newman
13 Texas Lane
Mallahide

Laura Flanagan
105 Rowanbyrn
Blackrock

Cork City

Fay Foley
6 Landscape Terrace
Glasheen Road

Kate Lirk
6 Hartlands Ave.

Co. Waterford

Joan Leonard
The Rectory
Cappoquin

Galway

Dan Regan
Ballagaddy Bridge
Tuam

Mrs. Moira Crown
1 Crescent View
Riverside

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed *Foreign Order Mail* and send it to the Postmaster of New York, NY 10001, Attention: Claims, Inquiry and Undeliverable Mail, Room 4508. Do not place any endorsement on the mail pieces themselves.

FINAL ORDERS

Tentative *False Representation order* against the following has become final:

W. GERMANY

Saw-Telex Union GmbH
Mittelweg 14
P.O. Box 305829
D-2000 Hamburg 36

Tentative *Lottery order* against the following has become final:

CANADA

Maple Leaf Industries
P.O. Box 58200, Station L
and
P.O. Box 58200, Station L
Vancouver, B.C.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all SCFs and designated International Exchange Offices.—*Judicial Officer, 11-6-80.*

Consumer Service Card

All post offices should now be using both the green three-part Consumer Service Cards, 4314-P (for employee use), and the yellow four-part card, 4314-C (for customer use). An initial supply of four-part cards was sent to all MSCs in August for distribution to associate offices, stations, and branches. In addition, the yellow plastic Consumer Service Card Holder, Poster 31-B, should be prominently displayed in all lobbies.

All offices should be sure adequate supplies are available by ordering in the normal supply cycle. Do not display the old white two-part cards, 4314, and destroy any remaining stock.—*Customer Services Dept., 11-6-80.*

NON-FOREIGN PER DIEM RATE CHANGES

Changes in per diem rates prescribed for official travel in Alaska, Hawaii, the Commonwealth of Puerto Rico, and possessions of the United States effective Sept. 16, 1980, are listed below.

Locality:	*Maximum rate*
Alaska:	
Adak [1]	$9.65
Anaktuvuk Pass	140.00
Anchorage	72.00
Barrow	111.00
Bethel	93.00
Cold Bay	74.00
College	67.00
Cordova	84.00
Deadhorse	94.00
Dillingham	83.00
Dutch Harbor	82.00
Eielson AFB	67.00
Elmendorf AFB	72.00
Fairbanks	67.00
Ft. Richardson	72.00
Ft. Wainwright	67.00
*Juneau	83.00
*Ketchikan	71.00
Kodiak	84.00
Kotzebue	91.00
Murphy Dome	67.00
Noatak	91.00
Nome	90.00
Noorvik	91.00
*Petersburg	71.00
Prudhoe Bay	94.00
Shemya AFB [1]	11.00
Shungnak	91.00
*Sitka-Mt. Edgecombe	71.00
*Skagway	71.00
Spruce Cape	84.00
Tanana	90.00
Valdez	70.00
Wainwright	79.00
*Wrangell	71.00
Other localities	62.00
*American Samoa	65.00
Guam, M.I.	60.00
Hawaii:	
Oahu	70.00
Other localities	60.00
Johnston Atoll [2]	15.50
Midway Islands [1]	9.65
Puerto Rico:	
Bayamon:	
12/16–5/15	102.00
5/16–12/15	75.00
Carolina:	
12/16–5/15	102.00
5/16–12/15	75.00
Fajardo:	
12/16–5/15	102.00
5/16–12/15	75.00
Ft. Buchanan: (Incl. GSA Service Center, Guaynabo):	
12/16–5/15	102.00
5/16–12/15	75.00

Locality:	*Maximum rate*
Puerto Rico:	
Ponce (Incl. Ft. Allen NCS)	68.00
Roosevelt Roads:	
12/16–5/15	102.00
5/16–12/15	75.00
Sabana Seca:	
12/16–5/15	102.00
5/16–12/15	75.00
San Juan (Incl. San Juan Coast Guard Units):	
12/16–5/15	102.00
5/16–12/15	75.00
Other localities	63.00
Virgin Islands of U.S.:	
12/1–4/30	89.00
5/1–11/30	65.00
Wake Island [2]	17.00
Other localities	15.00

[1] Commercial facilities are not available. This per diem rate covers charges for meals in available facilities plus an additional allowance for incidental expenses and will be increased by the amount paid for Government quarters by the traveler.

[2] Commercial facilities are not available. Only Government owned and contractor operated quarters and mess are available at this locality. This per diem rate is the amount necessary to defray the cost of lodging, meal, and incidental expenses.

*Indicates new locality or change in maximum rate.

—Finance Dept., 11–6–80.

AMERICAN REVOLUTION STAMP COLLECTING KIT

A new stamp collecting kit entitled, "American Revolution Stamp Collecting Kit," Item #931, will be distributed to all Stamp Distribution Offices beginning November 7, 1980. Postmasters requiring a supply of these collecting kits should immediately requisition them from their Stamp Distribution Office on Form 17, *Stamp Requisition*. The selling price of Item #931 is $2.50.

There is no official first day of sale for this new stamp collecting kit. It may be placed on sale as soon as it is available.

The kit contains 32 foreign and U.S. stamps, a postal card, hinges, a stamp album with a short history of the American Resolution, supplemental album pages to mount additional stamps, a new 20 page booklet, *Introduction to Stamp Collecting*, and a business reply card to request the latest philatelic catalog from the Philatelic Sales Division.

The kit has a perforated tab extending from the flap on the reverse side of the envelope containing the kit. The tab shows the price, item number and an instruction which requests window clerks to remove the tab at the time of sale and retain it. The tab is part of a future sales reporting system, and until this system is implemented, the product may be sold *without* removing the tab.

To help promote the sale of this product, all CAG A thru H post offices will be furnished in early November with a screenline merchandiser insert and a trapezoid insert for the three-tier merchandiser lobby displays. Replacement inserts will also be available after November 29 from the Philatelic Marketing Division, Washington, DC 20260. The new kit makes an excellent gift for youngsters whether or not they currently collect stamps.—*Customer Services Dept., 11–6–80.*

UNIFORM PROGRAM—LICENSED VENDOR LISTING

Each of the following uniform vendors has received a vendor's license since distribution of Publication 136, *Licensed Vendor Listing*. These lists must be posted where they are readily available for employees to read.

American Uniform Rental Inc.	102–19 Jamaica Avenue	Richmond Hill	NY 11418
Al's Men's & Boys' Store	655 Haddon Avenue	Collingswood	NJ 08108
Almyr's Shoes	Springdale Mall	Mobile	AL 36606
Blue J's Uniform Warehouse	16048 Tuscola Rd., Suite #1 & 2	Apple Valley	CA 92307
Brothers Mens Wear, Inc.	201 Downtown Plaza	Fairmont	MN 56031
Feet Comfortland	36½ Eleventh Street	Wheeling	WV 26003
Ida's Uniform Mart	3524 E. Main Street	Ventura	CA 93003
Knapp Retail Shoe Store	3826 NE Sandy Blvd.	Portland	OR 97232
Miller's Clothing & Shoes	159 West High Avenue	New Philadelphia	OH 44663
Paul Brown Shoes	815 Pine Avenue	Long Beach	CA 90813
The Boot Den	5630–G Highway 153	Hixson	TN 37343

—Labor Relations Dept., 11–6–80.

MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices, including Inspection Service Forms 577, should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below). Destroy PB 21268 listing. **B. Old Style.** (Gray). **C. Counterfeit.** The listing from PB 21240 remains valid for both B. and C.

165 705 7000 to 7999
206 793 5600 to 6499
210 868 4500 to 4699
211 436 5608 to 5699
213 578 4229 to 4399
215 538 0200 to 0499
216 678 6072 to 6999
217 210 7100 to 7299
217 241 5400 to 5799
217 268 2574 to 2699
217 667 3400 to 3599
217 672 4200 to 4599
217 902 4181 to 4299
218 755 4591 to 4699
220 350 0000 to 0999
221 371 4600 to 4999
221 626 2100 to 2299
221 661 5318 to 5499
222 224 8100 to 8499
222 536 2000 to 2299
224 206 6400 to 6491
224 554 9830 to 0399
225 268 1655 to 1799
225 711 9700 to 9999
225 712 0000 to 0999
225 767 2000 to 2299
227 097 4600 to 4699
227 254 9800 to 0099
227 611 4000 to 4599
229 117 4866 to 4999
229 346 9900 to 9999
229 434 3500 to 3599
229 531 9700 to 9899
229 563 1918 to 1999
229 576 1800 to 1899
230 826 8683 to 8799
231 147 0883 to 1499
231 525 7893 to 7999
232 295 7249 to 7599
232 665 0292 to 0399
233 262 7907 to 7999
233 407 5872 to 5899
233 516 6100 to 6199
233 638 1200 to 1799
234 031 6456 to 6999
234 261 4500 to 4599
234 431 3655 to 3699
234 659 4000 to 4199
234 659 8700 to 8999
234 802 1060 to 1199
234 997 1000 to 1599
235 254 2060 to 2099
236 388 4842 to 5099
236 576 9520 to 9599
236 755 8000 to 8099
236 937 5803 to 5999
236 941 5400 to 5499
237 413 7500 to 7599
237 423 4111 to 4199
237 457 5600 to 5699
237 457 5800 to 5899
237 702 6823 to 6899
237 702 6921 to 6999
238 165 7700 to 7799
238 169 7587 to 7599
238 377 4508 to 4599
238 586 3100 to 3299
239 199 0700 to 1099
239 204 9916 to 9999
239 481 4728 to 4799
239 549 7116 to 7499
239 575 2000 to 2199
239 596 4800 to 4999
239 985 7000 to 7499
240 108 6501 to 6599
240 252 6400 to 6899
240 256 2900 to 3199
240 639 3561 to 3599
240 855 7000 to 7099
240 901 5900 to 5999
241 081 9274 to 9299
241 224 7209 to 7299
241 685 5124 to 5199
241 694 1800 to 1899
241 902 2600 to 2799
242 021 2262 to 2499
242 585 4155 to 4299
242 591 4500 to 4699
242 605 0000 to 0999
242 621 8314 to 8399
242 816 1337 to 1399
243 112 4109 to 4120
243 228 7200 to 7499
243 766 6730 to 6799
243 805 0000 to 0299
243 906 7800 to 8199
244 299 2000 to 2199
244 366 8800 to 8899
244 381 3024 to 3099
244 525 0719 to 0799
244 657 7700 to 7899
244 678 2333 to 2499
244 743 7100 to 7399
244 895 5575 to 5599
245 103 9300 to 9399
245 103 9400 to 9499
245 118 6754 to 6768
245 279 1420 to 1448
245 279 1510 to 1599
245 591 1626 to 1799
245 695 0346 to 0399
245 973 2677 to 2699
246 076 7300 to 7399
246 155 4048 to 4099
246 155 5000 to 5499
246 402 6511 to 6599
246 608 6300 to 6399
246 609 9545 to 9799
246 816 2600 to 2699
246 973 1372 to 1399
247 012 0500 to 0599
247 066 9300 to 9399
247 086 4200 to 4299
247 113 5635 to 5699
247 490 1960 to 1999
247 490 2086 to 2099
247 497 4000 to 4099
247 544 0200 to 0214
247 575 4400 to 4499
247 929 6417 to 6799
247 983 1511 to 1899
248 120 4322 to 4399
248 244 7246 to 7299
248 317 7624 to 7699
248 397 2163 to 2199
248 423 4864 to 4899
248 440 7916 to 7971
248 718 7317 to 7399
249 680 4872 to 4899
249 945 6900 to 6999
249 996 6000 to 6099
249 996 6300 to 6499
250 452 4971 to 4999
250 483 0600 to 0699
250 547 7046 to 7099
250 565 7029 to 7040
250 833 7200 to 7399
250 919 5218 to 5299
250 951 4340 to 4363
250 991 9778 to 9799
251 518 6281 to 6399
251 964 6056 to 6199
251 997 2913 to 2999
252 171 2041 to 2056
252 206 2101 to 2199
252 206 9532 to 9599
252 235 4400 to 4499
252 235 4581 to 4899
252 238 2299 to 2399
252 432 6988 to 6999
252 891 1159 to 1199
253 175 2670 to 2699
253 192 7311 to 7399
253 293 5931 to 5940
253 446 4033 to 4099
253 547 6013 to 6049
253 547 6054 to 6099
253 747 6924 to 6999
254 107 8590 to 8599
254 107 8913 to 8999
254 254 4490 to 4499
254 259 8867 to 8899
254 259 8951 to 9099
254 740 8408 to 8445
255 125 5568 to 5599
255 125 8500 to 8599
255 150 5300 to 5399
255 176 5373 to 5399
255 276 0949 to 0999
255 281 2647 to 2699
255 440 4800 to 4899
255 440 4900 to 4999
255 754 3621 to 3699
255 857 4749 to 4799
256 140 5400 to 5499
256 193 5100 to 5159
256 695 0525 to 0599
258 444 7185 to 7199
258 480 2600 to 2899
258 618 0254 to 0299
258 643 2765 to 2774
258 950 5217 to 5299
258 950 5433 to 5499
259 084 1386 to 1399
259 227 0000 to 1499
259 340 0828 to 0999
259 628 0936 to 0999
259 745 1300 to 1499
259 783 7821 to 7899
259 825 5819 to 5899
259 950 3053 to 3099
259 950 3300 to 3499
260 039 2699 to 2999
260 144 7415 to 7499
260 198 2856 to 2898
260 324 9000 to 9099
260 479 3500 to 3599
260 743 5000 to 5099
261 002 6451 to 6499
261 052 5271 to 5299
261 175 6200 to 6299
261 459 5800 to 5899
261 459 6722 to 6799
261 533 2067 to 2299
261 954 6334 to 6399
262 604 1515 to 1599
262 949 9200 to 9299
262 963 4912 to 4999
263 407 7000 to 7099
264 366 7033 to 9499
264 405 9660 to 9699
265 956 3900 to 3999
800 502 3000 to 3999
800 941 7900 to 7999
801 278 3600 to 3999
801 579 6056 to 6098
801 629 1900 to 1999
802 029 5199 to 8999
802 265 0575 to 1999
802 751 1128 to 1299

UNITED STATES POSTAL SERVICE

WASHINGTON, D.C. 20260

OFFICIAL BUSINESS

**PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE, $300**

FIRST CLASS

Schedule. The Postal Bulletin is published every Thursday by the Directives and Forms Division of the U.S. Postal Service, Washington, DC 20260.

Distribution. The Bulletin is received by all postal facilities.

Effective Period. Postal Bulletin articles are effective for six months unless otherwise specified.

Index. A quarterly index of Bulletin articles appears early in the months of January, April, July, and October.

Orders.

Public sale:
- Superintendent of Documents
  U.S. Government Printing Office
  Washington, DC 20402
  - Single copy: $1.25; $1.60 foreign
  - Subscription: $50.00, $62.50 for foreign mailing

Postal facilities:
- For one time orders, send Form 7380 to the Eastern Area Supply Center.
- To change quantity received, send Form 1286 to the Directives and Forms Division, giving justification.

21271

NEWARK PUBLIC LIB.
DEC 2 1980
GOVT. PUBS.
DEPOSITORY 376

postal bulletin

PB 21271—November 13, 1980—32 Pages

INTERNATIONAL REPLY COUPONS—OLD STYLE

Effective January 1, 1981, the old style International Reply Coupons issued in any foreign country are not redeemable for postage at post offices in this country. The old style coupons (Figure 1) are easily recognized because they are always imprinted with the name of the selling country and have an issue date prior to January 1, 1975. The new style coupons (Figure 2), which are redeemable for postage stamps, are not imprinted with the name of the selling country and have an issue date on or after January 1, 1975.

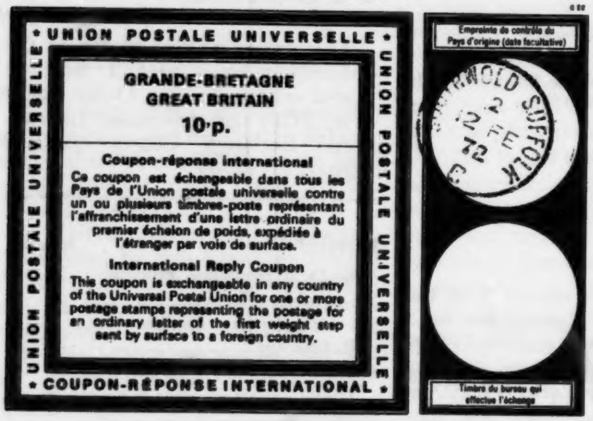
Customers possessing old style reply coupons from correspondents in foreign countries may return them to the sender for replacement or redemption through the selling office.

Unused old style reply coupons issued in the United States may be exchanged in accordance with Section 221.233(a) of Publication 42, *International Mail.*

In Publication 42, make the following changes:

(1) Amend the last sentence of Section 221.231(a) to read—The period of exchange of international reply coupons issued by the Universal Postal Union on or after January 1, 1975 is unlimited; and

(2) Change Section 221.334(c) to read—Coupons issued by foreign countries prior to January 1, 1975, are not redeemable at domestic post offices. Customers possessing coupons of foreign origin issued prior to January 1, 1975, may return them to their correspondents in the country of issue for replacement or redemption through the selling post office.



UNION POSTALE UNIVERSELLE

GRANDE-BRETAGNE
GREAT BRITAIN
10·p.

Coupon-réponse international

Ce coupon est échangeable dans tous les Pays de l'Union postale universelle contre un ou plusieurs timbres-poste représentant l'affranchissement d'une lettre ordinaire du premier échelon de poids, expédiée à l'étranger par voie de surface.

International Reply Coupon

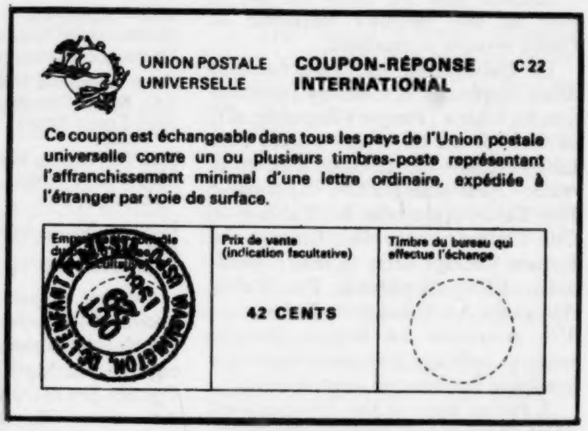
This coupon is exchangeable in any country of the Universal Postal Union for one or more postage stamps representing the postage for an ordinary letter of the first weight step sent by surface to a foreign country.

COUPON-RÉPONSE INTERNATIONAL

Empreinte de contrôle du Pays d'origine (date facultative)

Timbre du bureau qui effectue l'échange

Figure 1



UNION POSTALE UNIVERSELLE

COUPON-RÉPONSE INTERNATIONAL

C 22

Ce coupon est échangeable dans tous les pays de l'Union postale universelle contre un ou plusieurs timbres-poste représentant l'affranchissement minimal d'une lettre ordinaire, expédiée à l'étranger par voie de surface.

Prix de vente (indication facultative)

42 CENTS

Timbre du bureau qui effectue l'échange

Figure 2

—Rates & Classification Dept., 11-13-80.

Directives

Missing Postal Bulletins

Offices that do not receive their regular shipment of Postal Bulletins should order copies from the Eastern Area Supply Center on Form 7380, *Supply Center Requisition.* Past issues of the Bulletin may be ordered on the same form. Headquarters does not maintain a supply of Postal Bulletins. The supply center is geared to fill requests.

Form 1286

Some offices are improperly completing Form 1286, *Request for USPS Directives* (March 1980 or March 1973 edition). For easier ordering, these forms are preprinted with the Directives and Forms Division (DFD) address in the lower left corner.

Your address, to which the order will be sent, must be on the perforated penalty label at the top of Form 1286. The penalty label is used as a mailing label by the supply center. If you mistakenly repeat the address for Directives and Forms at the top of the form, the supply center will send your shipment to DFD, Headquarters. Please be sure to put your address on the penalty label if you wish to receive your order of directives.—*Office of Management Services, 11-6-80.*

Mail Delivery—Incomplete Address

Postal Service personnel are expected to deliver *all* classes of mail (including third-class mail) when the point of delivery is known even though the mailing address is incomplete. Delivery personnel should give special attention to mail bearing an addressee's name, city, state, and ZIP Code, but no street address. However, mail should not be given directory service unless it meets the requirements of Section 159.25 of the DOMESTIC MAIL MANUAL.

These instructions pertain to all post offices with city, rural, lockbox or general delivery.—*Delivery Services Dept., 11-13-80.*

P1.3:

International Mail—People's Republic of China

Effective immediately, the United States will begin the exchange of air and surface *insured* parcel post items with the People's Republic of China. The following fees and limits of indemnity apply:

Limit of indemnity:	*Fee*
$0.01 to $15	$0.90
$15.01 to $50	$1.20
$50.01 to $100	$1.50
$100.01 to $200	$2.10
$200.01 to $300	$2.70
$300.01 to $395	$3.30

Insured parcels to the People's Republic of China must be sealed. See Part 435.2, Publication 42, *International Mail,* for required endorsements and markings.

Surface and air rates for parcel post to the People's Republic of China remain unchanged.

In Publication 42, *International Mail,* Appendix B, Country Information for China (People's Republic of), in the *Special Services—Parcel Post* table, change the Insurance entry to read: Available: YES; Applicable Fee Table, Appendix A: Table 6-2, Col. C; Reference: 430. Change the Return Receipt entry to read: Available: YES; Applicable Fee Table, Appendix A: Table 6-4; Reference: 450. Annotate the Return Receipt entry to indicate the special service is available for insured parcels only.

A future issue of the *International Mail Manual* will include this information.—*Rates & Classification Dept., 11-13-80.*

Registered Mail Handbook

POSTAL OPERATIONS Manual 455.131 refers to a Handbook DM 902, Registered Mail. There is no such handbook for registered mail. The current instructions for the handling of registered mail are in DOMESTIC MAIL MANUAL (DMM) 911. There is a registered mail handbook in the draft stage, but it will not be numbered DM 902. Until the new handbook is issued, all handling of registered mail must be in accordance with DMM 911. A POSTAL BULLETIN notice will be published when the handbook is available.—*Rates & Classification Dept. 11-13-80.*

All Personnel Processing Mail for Dispatch Abroad

Foreign Order Notice 26

A tentative *Lottery order* has been issued against:

CANADA

Maple Leaf Industries
Box 69280 Stn. K
2411 E. Pender St.
Vancouver, B.C.
and
Regal Sales
Box 94207
6871 No. 3 Rd.
and
Box 94207
6871 No. 3 Rd.
Richmond, B.C.

Lloydmar Ent. Inc.
Accounting Dept.
Box 80234, 6025 Sussex St.
and
Accounting Dept.
Box 80234, 6025 Sussex St.
South Burnaby, B.C.

Ames Organization
55 University Ave., Suite 600
Toronto, Ontario

North American Headquarters Of Canada
P.O. Box 67300, Station 0
5960 Fraser Street
and
P.O. Box 67300, Station 0
5960 Fraser Street
Vancouver, B.C.

Harasen Mgmt. Inc.
Box 46179
Vancouver, B.C.

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to the Postmaster of New York, NY 10001, Attention: Claims, Inquiry and Undeliverable Mail, Room 4508. Do not place any endorsement on the mail pieces themselves.

Tentative *Lottery orders* against the following have become final:

CANADA

Pacific Western Services
1080 Homer Street
and
Circulation Department
P.O. Box 1390, Station A
Vancouver, B.C.

IRELAND

Mary Cunningham
19 Marine Drive
Sandymount, Dublin

Kathleen Hegarty
Golf Club—Woodbrook
Bray, Co. Wicklow

Dorothy Keating
19 Marine Drive
Sandymount, Dublin

Peggy Garman
10 St. Cronans Grove
Swords, Co. Dublin

IRELAND—Continued

Teresa McCormick
10 St. Cronans Grove
Swords, Co. Dublin

Peggy Murphy
54 Hollybank Avenue
Ranelagh, Dublin

Josephine Hogan
54 Hollybank Avenue
Ranelagh, Dublin

Anne Croke
19 Marine Drive
Sandymount, Dublin

Una Murnane
Golf Club—Woodbrook
Bray, Co. Wicklow

Mary Martin
Woodbrook—Golf Club
Bray, Co. Wicklow

Eileen Kinsella
10 St. Cronans Grove
Swords, Co. Dublin

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all SCFs and designated International Exchange Offices.—*Judicial Officer, 11-13-80.*

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INTERNATIONAL MAIL—TAIWAN

The Taiwan postal service has announced that effective immediately, the following items may be imported into Taiwan in insured parcels: coins, precious metals, jewelry, or other precious articles.

In Publication 42, *International Mail,* make the following changes in Appendix B, Country Information for Taiwan, Parcel Post—Prohibitions and Restrictions: delete reference to precious jewelry, unset pearls, semiprecious stones, and mother-of-pearl; change the reference to coins to read, "coins over one hundred years old;" write in the following NOTE: Coins (see prohibition above), precious metals, jewelry, or other precious items sent as parcel post must be insured.

A future issue of the International Mail Manual will include this information.—*Rates & Classification Dept., 11-13-80.*

COLA INCREASES—BARGAINING UNITS

Salary Schedules shown on pages 3 through 18.

Application. These instructions apply to employees covered by the *1978-1981 National Agreement,* the NRLCA 1978 Agreement, and to employees subject to collective bargaining agreements covering:

1. Mailbag depositories, repair centers, and supply centers.
2. Postal data centers.
3. Automatic data processing centers.
4. Security police officers who are represented by the Federation of Postal Security Police (FPSP), or the National Association of Postal Police Officers (NAPPO).
5. Mail equipment shop employees represented by the American Postal Workers Union/Mailhandlers Union, and the International Association of Machinists.
6. Nurses who are represented by the National Postal Professional Nurses (NPPN) or the Florida Nurses Association (FNA).
7. Data Automation Division, Western Area Supply Center, Topeka, KS.

Provisions. In accordance with the cost-of-living adjustment (COLA) formula specified in each of the respective bargaining agreements cited above, the respective base pay schedules have been increased by the appropriate COLA amount. These COLA increases are effective and will be paid to eligible employees starting November 15, 1980 (PP25-80).

1. The Postal Service (PS) base schedule and the Automatic Data Processing Center (ADPC) base schedule have each been increased by an additional $624 (30 cents per hour), to a total of $2,933 ($1.41 per hour), applied to all grades and steps.

2. The Postal Data Center (PDC) base Salary Schedule has had a variable amount of COLA added to each grade and step, in accordance with the COLA formula provided in the Agreement.

3. The National Postal Professional Nurses' (NPPN) base schedule has been increased by an additional $624 (30 cents per hour), to a total of $1,810 (87 cents per hour).

4. The Data Automation Division (DAD) base schedule has been increased by an additional $624 (30 cents per hour), to a total of $1,123 (54 cents per hour).

Rural Carriers. Employees subject to the provisions of the *USPS—NRLCA 1978 National Agreement* will receive an additional COLA increase of $312 (15 cents per hour), to a total of $1,227 (59 cents per hour), with proportional adjustment to the evaluated (heavy duty) schedule, effective November 15, 1980 (PP 25-80).

1. The Rural Carrier Mileage Schedule (RCS) is shown on pages 13 through 18 of this POSTAL BULLETIN.

2. The annnual rate Evaluated (Heavy Duty) Schedule are shown on pages 8 through 9, and 6-Day Substitute Evaluated (Heavy Duty) Schedule are shown on pages 10 through 11.

3. The 5, and 5½ Day Substitute Rural Carrier Heavy Duty Schedules are on page 12.

4. The Rural Auxiliary Pay Schedule is shown on page 4. For application of this schedule, see BULLETIN 21182, dated March 22, 1979, page 4.

Casual and Temporary Employees. Casual and temporary employees do not receive COLA.—*Employee Relations Dept., 11-13-80.*

NATIONAL POSTAL PROFESSIONAL NURSES (NPPN) SCHEDULE

FULL-TIME ANNUAL RATES
EFFECTIVE NOVEMBER 15, 1980 (PP25-80)

	1	2	3	4	5	6	7	8	9	10	11	12	[illegible]
BASIC SALARY	15,650	16,000	16,350	16,700	17,050	17,400	17,750	18,100	18,450	18,800	19,150	19,500	350
COLA	1,810	1,810	1,810	1,810	1,810	1,810	1,810	1,810	1,810	1,810	1,810	1,810	
BASE SALARY	17,460	17,810	18,160	18,510	18,860	19,210	19,560	19,910	20,260	20,610	20,960	21,310	

FLEXIBLE EMPLOYEES - HOURLY RATES
EFFECTIVE NOVEMBER 15, 1980 (PP25-80)

BASIC	7.79	7.97	8.14	8.32	8.49	8.67	8.84	9.01	9.19	9.36	9.54	9.71
COLA	.87	.87	.87	.87	.87	.87	.87	.87	.87	.87	.87	.87
BASE	8.66	8.84	9.01	9.19	9.36	9.54	9.71	9.88	10.06	10.23	10.41	10.58

POSTAL SERVICE SCHEDULE
FULL-TIME ANNUAL RATES
EFFECTIVE NOVEMBER 15, 1980 (PP25-80)

GRADE	STEPS	1	2	3	4	5	6	7	8	9	10	11	12	STEP INCR.
1	BASIC SALARY	13,400	13,578	13,756	13,934	14,112	14,290	14,468	14,646	14,824	15,002	15,180	15,358	178
	COLA	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	
	BASE SALARY	16,333	16,511	16,689	16,867	17,045	17,223	17,401	17,579	17,757	17,935	18,113	18,291	
2	BASIC SALARY	13,829	14,022	14,215	14,408	14,601	14,794	14,987	15,180	15,373	15,566	15,759	15,952	193
	COLA	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	
	BASE SALARY	16,762	16,955	17,148	17,341	17,534	17,727	17,920	18,113	18,306	18,499	18,692	18,885	
3	BASIC SALARY	14,296	14,504	14,712	14,920	15,128	15,336	15,544	15,752	15,960	16,168	16,376	16,584	208
	COLA	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	
	BASE SALARY	17,229	17,437	17,645	17,853	18,061	18,269	18,477	18,685	18,893	19,101	19,309	19,517	
4	BASIC SALARY	14,801	15,026	15,251	15,476	15,701	15,926	16,151	16,376	16,601	16,826	17,051	17,276	225
	COLA	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	
	BASE SALARY	17,734	17,959	18,184	18,409	18,634	18,859	19,084	19,309	19,534	19,759	19,984	20,209	
5	BASIC SALARY	15,349	15,591	15,833	16,075	16,317	16,559	16,801	17,043	17,285	17,527	17,769	18,011	242
	COLA	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	
	BASE SALARY	18,282	18,524	18,766	19,008	19,250	19,492	19,734	19,975	20,218	20,460	20,702	20,944	
6	BASIC SALARY	15,937	16,200	16,463	16,726	16,989	17,252	17,515	17,778	18,041	18,304	18,567	18,830	263
	COLA	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	
	BASE SALARY	18,870	19,133	19,396	19,659	19,922	20,185	20,448	20,711	20,974	21,237	21,500	21,763	
7	BASIC SALARY	16,577	16,860	17,143	17,426	17,709	17,992	18,275	18,558	18,841	19,124	19,407	19,690	283
	COLA	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	
	BASE SALARY	19,510	19,793	20,076	20,359	20,642	20,925	21,208	21,491	21,774	22,057	22,340	22,623	
8	BASIC SALARY	17,263	17,570	17,877	18,184	18,491	18,798	19,105	19,412	19,719	20,026	20,333		307
	COLA	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933		
	BASE SALARY	20,196	20,503	20,810	21,117	21,424	21,731	22,038	22,345	22,652	22,959	23,266		
9	BASIC SALARY	18,009	18,341	18,673	19,005	19,337	19,669	20,001	20,333	20,665	20,997			332
	COLA	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933			
	BASE SALARY	20,942	21,274	21,606	21,938	22,270	22,602	22,934	23,266	23,598	23,930			
10	BASIC SALARY	18,798	19,156	19,514	19,872	20,230	20,588	20,946	21,304	21,662	22,020			358
	COLA	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933			
	BASE SALARY	21,731	22,089	22,447	22,805	23,163	23,521	23,879	24,237	24,595	24,953			
11	BASIC SALARY	19,986	20,384	20,782	21,180	21,578	21,976	22,374	22,772	23,170	23,568			398
	COLA	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933			
	BASE SALARY	22,919	23,317	23,715	24,113	24,511	24,909	25,307	25,705	26,103	26,501			

RURAL AUXILIARY PAY SCHEDULE
ANNUAL RATES
EFFECTIVE NOVEMBER 15, 1980 (PP25-80)

Rate Schedule Code-B

GRADE	STEPS	1	2	3	4	5	6	7	8	9	10	11	12	STEP INCR.
3	BASIC SALARY	14,186	14,408	14,630	14,852	15,074	15,296	15,518	15,740	15,962	16,184	16,406	16,628	222
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE SALARY	15,413	15,635	15,857	16,079	16,301	16,523	16,745	16,967	17,189	17,411	17,633	17,855	
5	BASIC SALARY	15,308	15,567	15,826	16,085	16,344	16,603	16,862	17,121	17,380	17,639	17,898	18,157	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE SALARY	16,535	16,794	17,053	17,312	17,571	17,830	18,089	18,348	18,607	18,866	19,125	19,384	

RURAL AUXILIARY PAY SCHEDULE
HOURLY RATES
EFFECTIVE NOVEMBER 15, 1980 (PP25-80)

Rate Schedule Code-B

GRADE	STEPS	1	2	3	4	5	6	7	8	9	10	11	12
	BASIC	7.06	7.18	7.29	7.40	7.51	7.62	7.73	7.84	7.95	8.06	8.17	8.28
3	COLA	.59	.59	.59	.59	.59	.59	.59	.59	.59	.59	.59	.59
	BASE	7.65	7.77	7.88	7.99	8.10	8.21	8.32	8.43	8.54	8.65	8.76	8.87
	BASIC	7.62	7.75	7.88	8.01	8.14	8.27	8.40	8.53	8.66	8.78	8.91	9.04
5	COLA	.59	.59	.59	.59	.59	.59	.59	.59	.59	.59	.59	.59
	BASE	8.21	8.34	8.47	8.60	8.73	8.86	8.99	9.12	9.25	9.37	9.50	9.63

POSTAL SERVICE SCHEDULE
FLEXIBLE EMPLOYEES - HOURLY RATES
EFFECTIVE NOVEMBER 15, 1980 (PP25-80)

	Steps	1	2	3	4	5	6	7	8	9	10	11	12
	BASIC	6.67	6.76	6.85	6.94	7.03	7.12	7.21	7.29	7.38	7.47	7.56	7.65
1	COLA	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41
	BASE	8.08	8.17	8.26	8.35	8.44	8.53	8.62	8.70	8.79	8.88	8.97	9.06
	BASIC	6.89	6.98	7.08	7.18	7.27	7.37	7.46	7.56	7.66	7.75	7.85	7.94
2	COLA	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41
	BASE	8.30	8.39	8.49	8.59	8.68	8.78	8.87	8.97	9.07	9.16	9.26	9.35
	BASIC	7.12	7.22	7.33	7.43	7.53	7.64	7.74	7.84	7.95	8.05	8.16	8.26
3	COLA	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41
	BASE	8.53	8.63	8.74	8.84	8.94	9.05	9.15	9.25	9.36	9.46	9.57	9.67
	BASIC	7.37	7.48	7.60	7.71	7.82	7.93	8.04	8.16	8.27	8.38	8.49	8.60
4	COLA	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41
	BASE	8.78	8.89	9.01	9.12	9.23	9.34	9.45	9.57	9.68	9.79	9.90	10.01
	BASIC	7.64	7.76	7.88	8.01	8.13	8.25	8.37	8.49	8.61	8.73	8.85	8.97
5	COLA	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41
	BASE	9.05	9.17	9.29	9.42	9.54	9.66	9.78	9.90	10.02	10.14	10.26	10.38
	BASIC	7.94	8.07	8.20	8.33	8.46	8.59	8.72	8.85	8.98	9.12	9.25	9.38
6	COLA	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41
	BASE	9.35	9.48	9.61	9.74	9.87	10.00	10.13	10.26	10.39	10.53	10.66	10.79
	BASIC	8.26	8.40	8.54	8.68	8.82	8.96	9.10	9.24	9.38	9.52	9.66	9.81
7	COLA	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41
	BASE	9.67	9.81	9.95	10.09	10.23	10.37	10.51	10.65	10.79	10.93	11.07	11.22
	BASIC	8.60	8.75	8.90	9.06	9.21	9.36	9.51	9.67	9.82	9.97	10.13	
8	COLA	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	
	BASE	10.01	10.16	10.31	10.47	10.62	10.77	10.92	11.08	11.23	11.38	11.54	
	BASIC	8.97	9.13	9.30	9.46	9.63	9.80	9.96	10.13	10.29	10.46		
9	COLA	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41		
	BASE	10.38	10.54	10.71	10.87	11.04	11.21	11.37	11.54	11.70	11.87		
	BASIC	9.36	9.54	9.72	9.90	10.07	10.25	10.43	10.61	10.79	10.97		
10	COLA	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41		
	BASE	10.77	10.95	11.13	11.31	11.48	11.56	11.84	12.02	12.20	12.38		
	BASIC	9.95	10.15	10.35	10.55	10.75	10.94	11.14	11.34	11.54	11.74		
11	COLA	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41		
	BASE	11.36	11.56	11.76	11.96	12.16	12.35	12.55	12.75	12.95	13.15		

POSTAL SERVICE SCHEDULE
HOURLY RATE REGULARS
EFFECTIVE NOVEMBER 15, 1980 (PP25-80)

	Steps	1	2	3	4	5	6	7	8	9	10	11	12
	BASIC	6.44	6.53	6.61	6.70	6.78	6.87	6.96	7.04	7.13	7.21	7.30	7.38
1	COLA	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41
	BASE	7.85	7.94	8.02	8.11	8.19	8.28	8.37	8.45	8.54	8.62	8.71	8.79
	BASIC	6.65	6.74	6.83	6.93	7.02	7.11	7.21	7.30	7.39	7.48	7.58	7.67
2	COLA	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41
	BASE	8.06	8.15	8.24	8.34	8.43	8.52	8.62	8.71	8.80	8.89	8.99	9.08
	BASIC	6.87	6.97	7.07	7.17	7.27	7.37	7.47	7.57	7.67	7.77	7.87	7.97
3	COLA	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41
	BASE	8.28	8.38	8.48	8.58	8.68	8.78	8.88	8.98	9.08	9.18	9.28	9.38
	BASIC	7.12	7.22	7.33	7.44	7.55	7.66	7.76	7.87	7.98	8.09	8.20	8.31
4	COLA	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41
	BASE	8.53	8.63	8.74	8.85	8.96	9.07	9.17	9.28	9.39	9.50	9.61	9.72
	BASIC	7.38	7.50	7.61	7.73	7.84	7.96	8.08	8.19	8.31	8.43	8.54	8.66
5	COLA	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41
	BASE	8.79	8.91	9.02	9.14	9.25	9.37	9.49	9.60	9.72	9.84	9.95	10.07
	BASIC	7.66	7.79	7.91	8.04	8.17	8.29	8.42	8.55	8.67	8.80	8.93	9.05
6	COLA	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41
	BASE	9.07	9.20	9.32	9.45	9.58	9.70	9.83	9.96	10.08	10.21	10.34	10.46
	BASIC	7.97	8.11	8.24	8.38	8.51	8.65	8.79	8.92	9.06	9.19	9.33	9.47
7	COLA	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41
	BASE	9.38	9.52	9.65	9.79	9.92	10.06	10.20	10.33	10.47	10.60	10.74	10.88
	BASIC	8.30	8.45	8.59	8.74	8.89	9.04	9.19	9.33	9.48	9.63	9.78	
8	COLA	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	
	BASE	9.71	9.86	10.00	10.15	10.30	10.45	10.60	10.74	10.89	11.04	11.19	
	BASIC	8.66	8.82	8.98	9.14	9.30	9.46	9.62	9.78	9.94	10.09		
9	COLA	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41		
	BASE	10.07	10.23	10.39	10.55	10.71	10.87	11.03	11.19	11.35	11.50		
	BASIC	9.04	9.21	9.38	9.55	9.73	9.90	10.07	10.24	10.41	10.59		
10	COLA	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41		
	BASE	10.45	10.62	10.79	10.96	11.14	11.31	11.48	11.65	11.82	12.00		
	BASIC	9.61	9.80	9.99	10.18	10.37	10.57	10.76	10.95	11.14	11.33		
11	COLA	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41	1.41		
	BASE	11.02	11.21	11.40	11.59	11.78	11.98	12.17	12.36	12.55	12.74		

AUTOMATIC DATA PROCESSING CENTER SALARY SCHEDULE
FULL-TIME ANNUAL RATES
EFFECTIVE NOVEMBER 15, 1980 (PP25-80)

GRADE	STEPS	1	2	3	4	5	6	7	8	STEP INCR.
8	BASIC SALARY	13,511	13,911	14,311	14,711	15,111	15,511	15,911	16,311	400
	COLA	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	
	BASE SALARY	16,444	16,844	17,244	17,644	18,044	18,444	18,844	19,244	
9	BASIC SALARY	13,743	14,156	14,569	14,982	15,395	15,808	16,221	16,634	413
	COLA	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	
	BASE SALARY	16,676	17,089	17,502	17,915	18,328	18,741	19,154	19,567	
10	BASIC SALARY	14,016	14,443	14,870	15,297	15,724	16,151	16,578	17,005	427
	COLA	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	
	BASE SALARY	16,949	17,376	17,803	18,230	18,657	19,084	19,511	19,938	
11	BASIC SALARY	14,448	14,898	15,348	15,798	16,248	16,698	17,148	17,598	450
	COLA	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	
	BASE SALARY	17,381	17,831	18,281	18,731	19,181	19,631	20,081	20,531	
12	BASIC SALARY	14,863	15,324	15,785	16,246	16,707	17,168	17,629	18,090	461
	COLA	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	
	BASE SALARY	17,796	18,257	18,718	19,179	19,640	20,101	20,562	21,023	
13	BASIC SALARY	15,299	15,782	16,265	16,748	17,231	17,714	18,197	18,680	483
	COLA	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	
	BASE SALARY	18,232	18,715	19,198	19,681	20,164	20,647	21,130	21,613	
14	BASIC SALARY	15,834	16,340	16,846	17,352	17,858	18,364	18,870	19,376	506
	COLA	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	
	BASE SALARY	18,767	19,273	19,779	20,285	20,791	21,297	21,803	22,309	
15	BASIC SALARY	16,419	16,955	17,491	18,027	18,563	19,099	19,635	20,171	536
	COLA	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	
	BASE SALARY	19,352	19,888	20,424	20,960	21,496	22,032	22,568	23,104	
16	BASIC SALARY	17,069	17,640	18,211	18,782	19,353	19,924	20,495	21,066	571
	COLA	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	
	BASE SALARY	20,002	20,573	21,144	21,715	22,286	22,857	23,428	23,999	
17	BASIC SALARY	18,425	19,039	19,653	20,267	20,881	21,495	22,109	22,723	614
	COLA	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	
	BASE SALARY	21,358	21,972	22,586	23,200	23,814	24,428	25,042	25,656	
18	BASIC SALARY	19,378	20,030	20,682	21,334	21,986	22,638	23,290	23,942	652
	COLA	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	
	BASE SALARY	22,311	22,963	23,615	24,267	24,919	25,571	26,223	26,875	
19	BASIC SALARY	20,331	21,020	21,709	22,398	23,087	23,776	24,465	25,154	689
	COLA	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	
	BASE SALARY	23,264	23,953	24,642	25,331	26,020	26,709	27,398	28,087	
21	BASIC SALARY	22,442	23,336	24,230	25,124	26,018	26,912	27,806	28,700	894
	COLA	2,933	2,933	2,933	2,933	2,933	2,933	2,933	2,933	
	BASE SALARY	25,375	26,269	27,163	28,057	28,951	29,845	30,739	31,633	

POSTAL DATA CENTER SALARY SCHEDULE
FULL-TIME ANNUAL RATES
EFFECTIVE NOVEMBER 15, 1980 (PP25-80)

GRADE	STEP	1	2	3	4	5	6	7	8	STEP INCR.
6	BASIC SALARY	14,357	14,748	15,139	15,530	15,921	16,312	16,703	17,094	391
	COLA	1,467	1,467	1,467	1,467	1,467	1,467	1,467	1,467	
	BASE SALARY	15,824	16,215	16,606	16,997	17,388	17,779	18,170	18,561	
7	BASIC SALARY	14,526	14,926	15,326	15,726	16,126	16,526	16,926	17,326	400
	COLA	1,484	1,484	1,484	1,484	1,484	1,484	1,484	1,484	
	BASE SALARY	16,010	16,410	16,810	17,210	17,610	18,010	18,410	18,810	
8	BASIC SALARY	14,729	15,140	15,551	15,962	16,373	16,784	17,195	17,606	411
	COLA	1,505	1,505	1,505	1,505	1,505	1,505	1,505	1,505	
	BASE SALARY	16,234	16,645	17,056	17,467	17,878	18,289	18,700	19,111	
9	BASIC SALARY	14,967	15,392	15,817	16,242	16,667	17,092	17,517	17,942	425
	COLA	1,529	1,529	1,529	1,529	1,529	1,529	1,529	1,529	
	BASE SALARY	16,496	16,921	17,346	17,771	18,196	18,621	19,046	19,471	
10	BASIC SALARY	15,244	15,684	16,124	16,564	17,004	17,444	17,884	18,324	440
	COLA	1,558	1,558	1,558	1,558	1,558	1,558	1,558	1,558	
	BASE SALARY	16,802	17,242	17,682	18,122	18,562	19,002	19,442	19,882	
11	BASIC SALARY	15,566	16,024	16,482	16,940	17,398	17,856	18,314	18,772	458
	COLA	1,591	1,591	1,591	1,591	1,591	1,591	1,591	1,591	
	BASE SALARY	17,157	17,615	18,073	18,531	18,989	19,447	19,905	20,363	
12	BASIC SALARY	15,984	16,455	16,926	17,397	17,868	18,339	18,810	19,281	471
	COLA	1,633	1,633	1,633	1,633	1,633	1,633	1,633	1,633	
	BASE SALARY	17,617	18,088	18,559	19,030	19,501	19,972	20,443	20,914	
13	BASIC SALARY	16,431	16,923	17,415	17,907	18,399	18,891	19,383	19,875	492
	COLA	1,679	1,679	1,679	1,679	1,679	1,679	1,679	1,679	
	BASE SALARY	18,110	18,602	19,094	19,586	20,078	20,570	21,062	21,554	
14	BASIC SALARY	16,934	17,450	17,966	18,482	18,998	19,514	20,030	20,546	516
	COLA	1,730	1,730	1,730	1,730	1,730	1,730	1,730	1,730	
	BASE SALARY	18,664	19,180	19,696	20,212	20,728	21,244	21,760	22,276	
15	BASIC SALARY	17,476	18,046	18,616	19,186	19,756	20,326	20,896	21,466	570
	COLA	1,786	1,786	1,786	1,786	1,786	1,786	1,786	1,786	
	BASE SALARY	19,262	19,832	20,402	20,972	21,542	22,112	22,682	23,252	
16	BASIC SALARY	18,091	18,704	19,317	19,930	20,543	21,156	21,769	22,382	613
	COLA	1,849	1,849	1,849	1,849	1,849	1,849	1,849	1,849	
	BASE SALARY	19,940	20,553	21,166	21,779	22,392	23,005	23,618	24,231	
17	BASIC SALARY	18,799	19,457	20,115	20,773	21,431	22,089	22,747	23,405	658
	COLA	1,921	1,921	1,921	1,921	1,921	1,921	1,921	1,921	
	BASE SALARY	20,720	21,378	22,036	22,694	23,352	24,010	24,668	25,326	
18	BASIC SALARY	19,634	20,342	21,050	21,758	22,466	23,174	23,882	24,590	708
	COLA	2,006	2,006	2,006	2,006	2,006	2,006	2,006	2,006	
	BASE SALARY	21,640	22,348	23,056	23,764	24,472	25,180	25,888	26,596	
19	BASIC SALARY	20,582	21,344	22,106	22,868	23,630	24,392	25,154	25,916	762
	COLA	2,103	2,103	2,103	2,103	2,103	2,103	2,103	2,103	
	BASE SALARY	22,685	23,447	24,209	24,971	25,733	26,495	27,257	28,019	
20	BASIC SALARY	21,696	22,514	23,332	24,150	24,968	25,786	26,604	27,422	818
	COLA	2,217	2,217	2,217	2,217	2,217	2,217	2,217	2,217	
	BASE SALARY	23,913	24,731	25,549	26,367	27,185	28,003	28,821	29,639	
21	BASIC SALARY	22,963	23,845	24,727	25,609	26,491	27,373	28,255	29,137	882
	COLA	2,347	2,347	2,347	2,347	2,347	2,347	2,347	2,347	
	BASE SALARY	25,310	26,192	27,074	27,956	28,838	29,720	30,602	31,484	
22	BASIC SALARY	24,403	25,358	26,313	27,268	28,223	29,178	30,133	31,088	955
	COLA	2,494	2,494	2,494	2,494	2,494	2,494	2,494	2,494	
	BASE SALARY	26,897	27,852	28,807	29,762	30,717	31,672	32,627	33,582	

RURAL CARRIER EVALUATED (HEAVY DUTY) SCHEDULE

EFFECTIVE NOVEMBER 15, 1980 (PP25-80)

HOURS	STEPS	1	2	3	4	5	6	7	8	9	10	11	12	STEP INCR.
12	BASIC SALARY	4,592	4,670	4,748	4,826	4,904	4,982	5,060	5,138	5,216	5,294	5,372	5,450	78
	COLA	368	368	368	368	368	368	368	368	368	368	368	368	
	BASE SALARY	4,960	5,038	5,116	5,194	5,272	5,350	5,428	5,506	5,584	5,662	5,740	5,818	
13	BASIC SALARY	4,975	5,059	5,143	5,227	5,311	5,395	5,479	5,563	5,647	5,731	5,815	5,899	84
	COLA	399	399	399	399	399	399	399	399	399	399	399	399	
	BASE SALARY	5,374	5,458	5,542	5,626	5,710	5,794	5,878	5,962	6,046	6,130	6,214	6,298	
14	BASIC SALARY	5,358	5,449	5,540	5,631	5,722	5,813	5,904	5,995	6,086	6,177	6,268	6,359	91
	COLA	430	430	430	430	430	430	430	430	430	430	430	430	
	BASE SALARY	5,788	5,879	5,970	6,061	6,152	6,243	6,334	6,425	6,516	6,607	6,698	6,789	
15	BASIC SALARY	5,741	5,838	5,935	6,032	6,129	6,226	6,323	6,420	6,517	6,614	6,711	6,808	97
	COLA	460	460	460	460	460	460	460	460	460	460	460	460	
	BASE SALARY	6,201	6,298	6,395	6,492	6,589	6,686	6,783	6,880	6,977	7,074	7,171	7,268	
16	BASIC SALARY	6,123	6,227	6,331	6,435	6,539	6,643	6,747	6,851	6,955	7,059	7,163	7,267	104
	COLA	491	491	491	491	491	491	491	491	491	491	491	491	
	BASE SALARY	6,614	6,718	6,822	6,926	7,030	7,134	7,238	7,342	7,446	7,550	7,654	7,758	
17	BASIC SALARY	6,506	6,616	6,726	6,836	6,946	7,056	7,166	7,276	7,386	7,496	7,606	7,716	110
	COLA	522	522	522	522	522	522	522	522	522	522	522	522	
	BASE SALARY	7,028	7,138	7,248	7,358	7,468	7,578	7,688	7,798	7,908	8,018	8,128	8,238	
18	BASIC SALARY	6,889	7,006	7,123	7,240	7,357	7,474	7,591	7,708	7,825	7,942	8,059	8,176	117
	COLA	552	552	552	552	552	552	552	552	552	552	552	552	
	BASE SALARY	7,441	7,558	7,675	7,792	7,909	8,026	8,143	8,260	8,377	8,494	8,611	8,728	
19	BASIC SALARY	7,271	7,394	7,517	7,640	7,763	7,886	8,009	8,132	8,255	8,378	8,501	8,624	123
	COLA	583	583	583	583	583	583	583	583	583	583	583	583	
	BASE SALARY	7,854	7,977	8,100	8,223	8,346	8,469	8,592	8,715	8,838	8,961	9,084	9,207	
20	BASIC SALARY	7,654	7,784	7,914	8,044	8,174	8,304	8,434	8,564	8,694	8,824	8,954	9,084	130
	COLA	614	614	614	614	614	614	614	614	614	614	614	614	
	BASE SALARY	8,268	8,398	8,528	8,658	8,788	8,918	9,048	9,178	9,308	9,438	9,568	9,698	
21	BASIC SALARY	8,037	8,173	8,309	8,445	8,581	8,717	8,853	8,989	9,125	9,261	9,397	9,533	136
	COLA	644	644	644	644	644	644	644	644	644	644	644	644	
	BASE SALARY	8,681	8,817	8,953	9,089	9,225	9,361	9,497	9,633	9,769	9,905	10,041	10,177	
22	BASIC SALARY	8,419	8,562	8,705	8,848	8,991	9,134	9,277	9,420	9,563	9,706	9,849	9,992	143
	COLA	675	675	675	675	675	675	675	675	675	675	675	675	
	BASE SALARY	9,094	9,237	9,380	9,523	9,666	9,809	9,952	10,095	10,238	10,381	10,524	10,667	
23	BASIC SALARY	8,802	8,951	9,100	9,249	9,398	9,547	9,696	9,845	9,994	10,143	10,292	10,441	149
	COLA	706	706	706	706	706	706	706	706	706	706	706	706	
	BASE SALARY	9,508	9,657	9,806	9,955	10,104	10,253	10,402	10,551	10,700	10,849	10,998	11,147	
24	BASIC SALARY	9,185	9,341	9,497	9,653	9,809	9,965	10,121	10,277	10,433	10,589	10,745	10,901	156
	COLA	736	736	736	736	736	736	736	736	736	736	736	736	
	BASE SALARY	9,921	10,077	10,233	10,389	10,545	10,701	10,857	11,013	11,169	11,325	11,481	11,637	
25	BASIC SALARY	9,568	9,730	9,892	10,054	10,216	10,378	10,540	10,702	10,864	11,026	11,188	11,350	162
	COLA	767	767	767	767	767	767	767	767	767	767	767	767	
	BASE SALARY	10,335	10,497	10,659	10,821	10,983	11,145	11,307	11,469	11,631	11,793	11,955	12,117	
26	BASIC SALARY	9,950	10,119	10,288	10,457	10,626	10,795	10,964	11,133	11,302	11,471	11,640	11,809	169
	COLA	798	798	798	798	798	798	798	798	798	798	798	798	
	BASE SALARY	10,748	10,917	11,086	11,255	11,424	11,593	11,762	11,931	12,100	12,269	12,438	12,607	
27	BASIC SALARY	10,333	10,508	10,683	10,858	11,033	11,208	11,383	11,558	11,733	11,908	12,083	12,258	175
	COLA	828	828	828	828	828	828	828	828	828	828	828	828	
	BASE SALARY	11,161	11,336	11,511	11,686	11,861	12,036	12,211	12,386	12,561	12,736	12,911	13,086	
28	BASIC SALARY	10,716	10,897	11,078	11,259	11,440	11,621	11,802	11,983	12,164	12,345	12,526	12,707	181
	COLA	859	859	859	859	859	859	859	859	859	859	859	859	
	BASE SALARY	11,575	11,756	11,937	12,118	12,299	12,480	12,661	12,842	13,023	13,204	13,385	13,566	
29	BASIC SALARY	11,098	11,286	11,474	11,662	11,850	12,038	12,226	12,414	12,602	12,790	12,978	13,166	188
	COLA	890	890	890	890	890	890	890	890	890	890	890	890	
	BASE SALARY	11,988	12,176	12,364	12,552	12,740	12,928	13,116	13,304	13,492	13,680	13,868	14,056	
30	BASIC SALARY	11,481	11,675	11,869	12,063	12,257	12,451	12,645	12,839	13,033	13,227	13,421	13,615	194
	COLA	920	920	920	920	920	920	920	920	920	920	920	920	
	BASE SALARY	12,401	12,595	12,789	12,983	13,177	13,371	13,565	13,759	13,953	14,147	14,341	14,535	
31	BASIC SALARY	11,864	12,065	12,266	12,467	12,668	12,869	13,070	13,271	13,472	13,673	13,874	14,075	201
	COLA	951	951	951	951	951	951	951	951	951	951	951	951	
	BASE SALARY	12,815	13,016	13,217	13,418	13,619	13,820	14,021	14,222	14,423	14,624	14,825	15,026	

RURAL CARRIER EVALUATED (HEAVY DUTY) SCHEDULE

EFFECTIVE NOVEMBER 15, 1980 (PP25-80)

HOURS	STEPS	1	2	3	4	5	6	7	8	9	10	11	12	STEP INCR.
32	BASIC SALARY	12,246	12,453	12,660	12,867	13,074	13,281	13,488	13,695	13,902	14,109	14,316	14,523	207
	COLA	982	982	982	982	982	982	982	982	982	982	982	982	
	BASE SALARY	13,228	13,435	13,642	13,849	14,056	14,263	14,470	14,677	14,884	15,091	15,298	15,505	
33	BASIC SALARY	12,629	12,843	13,057	13,271	13,485	13,699	13,913	14,127	14,341	14,555	14,769	14,983	214
	COLA	1,012	1,012	1,012	1,012	1,012	1,012	1,012	1,012	1,012	1,012	1,012	1,012	
	BASE SALARY	13,641	13,855	14,069	14,283	14,497	14,711	14,925	15,139	15,353	15,567	15,781	15,995	
34	BASIC SALARY	13,012	13,232	13,452	13,672	13,892	14,112	14,332	14,552	14,772	14,992	15,212	15,432	220
	COLA	1,043	1,043	1,043	1,043	1,043	1,043	1,043	1,043	1,043	1,043	1,043	1,043	
	BASE SALARY	14,055	14,275	14,495	14,715	14,935	15,155	15,375	15,595	15,815	16,035	16,255	16,475	
35	BASIC SALARY	13,395	13,622	13,849	14,076	14,303	14,530	14,757	14,984	15,211	15,438	15,665	15,892	227
	COLA	1,074	1,074	1,074	1,074	1,074	1,074	1,074	1,074	1,074	1,074	1,074	1,074	
	BASE SALARY	14,469	14,696	14,923	15,150	15,377	15,604	15,831	16,058	16,285	16,512	16,739	16,966	
36	BASIC SALARY	13,777	14,010	14,243	14,476	14,709	14,942	15,175	15,408	15,641	15,874	16,107	16,340	233
	COLA	1,104	1,104	1,104	1,104	1,104	1,104	1,104	1,104	1,104	1,104	1,104	1,104	
	BASE SALARY	14,881	15,114	15,347	15,580	15,813	16,046	16,279	16,512	16,745	16,978	17,211	17,444	
37	BASIC SALARY	14,160	14,400	14,640	14,880	15,120	15,360	15,600	15,840	16,080	16,320	16,560	16,800	240
	COLA	1,135	1,135	1,135	1,135	1,135	1,135	1,135	1,135	1,135	1,135	1,135	1,135	
	BASE SALARY	15,295	15,535	15,775	16,015	16,255	16,495	16,735	16,975	17,215	17,455	17,695	17,935	
38	BASIC SALARY	14,543	14,789	15,035	15,281	15,527	15,773	16,019	16,265	16,511	16,757	17,003	17,249	246
	COLA	1,166	1,166	1,166	1,166	1,166	1,166	1,166	1,166	1,166	1,166	1,166	1,166	
	BASE SALARY	15,709	15,955	16,201	16,447	16,693	16,939	17,185	17,431	17,677	17,923	18,169	18,415	
39	BASIC SALARY	14,925	15,177	15,429	15,681	15,933	16,185	16,437	16,689	16,941	17,193	17,445	17,697	252
	COLA	1,197	1,197	1,197	1,197	1,197	1,197	1,197	1,197	1,197	1,197	1,197	1,197	
	BASE SALARY	16,122	16,374	16,626	16,878	17,130	17,382	17,634	17,886	18,138	18,390	18,642	18,894	
40	BASIC SALARY	15,308	15,567	15,826	16,085	16,344	16,603	16,862	17,121	17,380	17,639	17,898	18,157	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE SALARY	16,535	16,794	17,053	17,312	17,571	17,830	18,089	18,348	18,607	18,866	19,125	19,384	
41	BASIC SALARY	15,882	16,151	16,420	16,689	16,958	17,227	17,496	17,765	18,034	18,303	18,572	18,841	269
	COLA	1,273	1,273	1,273	1,273	1,273	1,273	1,273	1,273	1,273	1,273	1,273	1,273	
	BASE SALARY	17,155	17,424	17,693	17,962	18,231	18,500	18,769	19,038	19,307	19,576	19,845	20,114	
42	BASIC SALARY	16,456	16,734	17,012	17,290	17,568	17,846	18,124	18,402	18,680	18,958	19,236	19,514	278
	COLA	1,319	1,319	1,319	1,319	1,319	1,319	1,319	1,319	1,319	1,319	1,319	1,319	
	BASE SALARY	17,775	18,053	18,331	18,609	18,887	19,165	19,443	19,721	19,999	20,277	20,555	20,833	
43	BASIC SALARY	17,030	17,318	17,606	17,894	18,182	18,470	18,758	19,046	19,334	19,622	19,910	20,198	288
	COLA	1,365	1,365	1,365	1,365	1,365	1,365	1,365	1,365	1,365	1,365	1,365	1,365	
	BASE SALARY	18,395	18,683	18,971	19,259	19,547	19,835	20,123	20,411	20,699	20,987	21,275	21,563	
44	BASIC SALARY	17,604	17,902	18,200	18,498	18,796	19,094	19,392	19,690	19,988	20,286	20,584	20,882	298
	COLA	1,411	1,411	1,411	1,411	1,411	1,411	1,411	1,411	1,411	1,411	1,411	1,411	
	BASE SALARY	19,015	19,313	19,611	19,909	20,207	20,505	20,803	21,101	21,399	21,697	21,995	22,293	
45	BASIC SALARY	18,178	18,485	18,792	19,099	19,406	19,713	20,020	20,327	20,634	20,941	21,248	21,555	307
	COLA	1,457	1,457	1,457	1,457	1,457	1,457	1,457	1,457	1,457	1,457	1,457	1,457	
	BASE SALARY	19,635	19,942	20,249	20,556	20,863	21,170	21,477	21,784	22,091	22,398	22,705	23,012	
46	BASIC SALARY	18,752	19,069	19,386	19,703	20,020	20,337	20,654	20,971	21,288	21,605	21,922	22,239	317
	COLA	1,503	1,503	1,503	1,503	1,503	1,503	1,503	1,503	1,503	1,503	1,503	1,503	
	BASE SALARY	20,255	20,572	20,889	21,206	21,523	21,840	22,157	22,474	22,791	23,108	23,425	23,742	
47	BASIC SALARY	19,326	19,653	19,980	20,307	20,634	20,961	21,288	21,615	21,942	22,269	22,596	22,923	327
	COLA	1,549	1,549	1,549	1,549	1,549	1,549	1,549	1,549	1,549	1,549	1,549	1,549	
	BASE SALARY	20,875	21,202	21,529	21,856	22,183	22,510	22,837	23,164	23,491	23,818	24,145	24,472	
48	BASIC SALARY	19,900	20,237	20,574	20,911	21,248	21,585	21,922	22,259	22,596	22,933	23,270	23,607	337
	COLA	1,595	1,595	1,595	1,595	1,595	1,595	1,595	1,595	1,595	1,595	1,595	1,595	
	BASE SALARY	21,495	21,832	22,169	22,506	22,843	23,180	23,517	23,854	24,191	24,528	24,865	25,202	

SUBSTITUTE RURAL CARRIER
6 DAY EVALUATED (HEAVY DUTY) SCHEDULE
EFFECTIVE NOVEMBER 15, 1980 (PP25-80)

		1	2	3	4	5	6	7	8	9	10	11	12
12	BASIC	15.16	15.41	15.67	15.93	16.18	16.44	16.70	16.96	17.21	17.47	17.73	17.99
	COLA	1.21	1.21	1.21	1.21	1.21	1.21	1.21	1.21	1.21	1.21	1.21	1.21
	BASE	16.37	16.62	16.88	17.14	17.39	17.65	17.91	18.17	18.42	18.68	18.94	19.20
13	BASIC	16.42	16.70	16.98	17.26	17.54	17.82	18.10	18.38	18.66	18.94	19.22	19.50
	COLA	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32	1.32
	BASE	17.74	18.02	18.30	18.58	18.86	19.14	19.42	19.70	19.98	20.26	20.54	20.82
14	BASIC	17.68	17.98	18.28	18.58	18.88	19.18	19.48	19.79	20.09	20.39	20.69	20.99
	COLA	1.42	1.42	1.42	1.42	1.42	1.42	1.42	1.42	1.42	1.42	1.42	1.42
	BASE	19.10	19.40	19.70	20.00	20.30	20.60	20.90	21.21	21.51	21.81	22.11	22.41
15	BASIC	18.95	19.27	19.59	19.91	20.23	20.55	20.87	21.19	21.51	21.83	22.15	22.47
	COLA	1.52	1.52	1.52	1.52	1.52	1.52	1.52	1.52	1.52	1.52	1.52	1.52
	BASE	20.47	20.79	21.11	21.43	21.75	22.07	22.39	22.71	23.03	23.35	23.67	23.99
16	BASIC	20.21	20.55	20.89	21.24	21.58	21.92	22.27	22.61	22.95	23.30	23.64	23.98
	COLA	1.62	1.62	1.62	1.62	1.62	1.62	1.62	1.62	1.62	1.62	1.62	1.62
	BASE	21.83	22.17	22.51	22.86	23.20	23.54	23.89	24.23	24.57	24.92	25.26	25.60
17	BASIC	21.47	21.84	22.20	22.56	22.92	23.29	23.65	24.01	24.38	24.74	25.10	25.47
	COLA	1.72	1.72	1.72	1.72	1.72	1.72	1.72	1.72	1.72	1.72	1.72	1.72
	BASE	23.19	23.56	23.92	24.28	24.64	25.01	25.37	25.73	26.10	26.46	26.82	27.19
18	BASIC	22.74	23.12	23.51	23.89	24.28	24.67	25.05	25.44	25.82	26.21	26.60	26.98
	COLA	1.82	1.82	1.82	1.82	1.82	1.82	1.82	1.82	1.82	1.82	1.82	1.82
	BASE	24.56	24.94	25.33	25.71	26.10	26.49	26.87	27.26	27.64	28.03	28.42	28.80
19	BASIC	24.00	24.40	24.81	25.21	25.62	26.03	26.43	26.84	27.24	27.65	28.06	28.46
	COLA	1.92	1.92	1.92	1.92	1.92	1.92	1.92	1.92	1.92	1.92	1.92	1.92
	BASE	25.92	26.32	26.73	27.13	27.54	27.95	28.35	28.76	29.16	29.57	29.98	30.38
20	BASIC	25.26	25.69	26.12	26.55	26.98	27.41	27.84	28.26	28.69	29.12	29.55	29.98
	COLA	2.03	2.03	2.03	2.03	2.03	2.03	2.03	2.03	2.03	2.03	2.03	2.03
	BASE	27.29	27.72	28.15	28.58	29.01	29.44	29.87	30.29	30.72	31.15	31.58	32.01
21	BASIC	26.52	26.97	27.42	27.87	28.32	28.77	29.22	29.67	30.12	30.56	31.01	31.46
	COLA	2.13	2.13	2.13	2.13	2.13	2.13	2.13	2.13	2.13	2.13	2.13	2.13
	BASE	28.65	29.10	29.55	30.00	30.45	30.90	31.35	31.80	32.25	32.69	33.14	33.59
22	BASIC	27.79	28.26	28.73	29.20	29.67	30.15	30.62	31.09	31.56	32.03	32.50	32.98
	COLA	2.23	2.23	2.23	2.23	2.23	2.23	2.23	2.23	2.23	2.23	2.23	2.23
	BASE	30.02	30.49	30.96	31.43	31.90	32.38	32.85	33.32	33.79	34.26	34.73	35.21
23	BASIC	29.05	29.54	30.03	30.52	31.02	31.51	32.00	32.49	32.98	33.48	33.97	34.46
	COLA	2.33	2.33	2.33	2.33	2.33	2.33	2.33	2.33	2.33	2.33	2.33	2.33
	BASE	31.38	31.87	32.36	32.85	33.35	33.84	34.33	34.82	35.31	35.81	36.30	36.79
24	BASIC	30.31	30.83	31.34	31.86	32.37	32.89	33.40	33.92	34.43	34.95	35.46	35.98
	COLA	2.43	2.43	2.43	2.43	2.43	2.43	2.43	2.43	2.43	2.43	2.43	2.43
	BASE	32.74	33.26	33.77	34.29	34.80	35.32	35.83	36.35	36.86	37.38	37.89	38.41
25	BASIC	31.58	32.11	32.65	33.18	33.72	34.25	34.79	35.32	35.85	36.39	36.92	37.46
	COLA	2.53	2.53	2.53	2.53	2.53	2.53	2.53	2.53	2.53	2.53	2.53	2.53
	BASE	34.11	34.64	35.18	35.71	36.25	36.78	37.32	37.85	38.38	38.92	39.45	39.99
26	BASIC	32.84	33.40	33.95	34.51	35.07	35.63	36.18	36.74	37.30	37.86	38.42	38.97
	COLA	2.63	2.63	2.63	2.63	2.63	2.63	2.63	2.63	2.63	2.63	2.63	2.63
	BASE	35.47	36.03	36.58	37.14	37.70	38.26	38.81	39.37	39.93	40.49	41.05	41.60
27	BASIC	34.10	34.68	35.26	35.84	36.41	36.99	37.57	38.15	38.72	39.30	39.88	40.46
	COLA	2.73	2.73	2.73	2.73	2.73	2.73	2.73	2.73	2.73	2.73	2.73	2.73
	BASE	36.83	37.41	37.99	38.57	39.14	39.72	40.30	40.88	41.45	42.03	42.61	43.19
28	BASIC	35.37	35.96	36.56	37.16	37.76	38.35	38.95	39.55	40.15	40.74	41.34	41.94
	COLA	2.84	2.84	2.84	2.84	2.84	2.84	2.84	2.84	2.84	2.84	2.84	2.84
	BASE	38.21	38.80	39.40	40.00	40.60	41.19	41.79	42.39	42.99	43.58	44.18	44.78
29	BASIC	36.63	37.25	37.87	38.49	39.11	39.73	40.35	40.97	41.59	42.21	42.83	43.45
	COLA	2.94	2.94	2.94	2.94	2.94	2.94	2.94	2.94	2.94	2.94	2.94	2.94
	BASE	39.57	40.19	40.81	41.43	42.05	42.67	43.29	43.91	44.53	45.15	45.77	46.39

SUBSTITUTE RURAL CARRIER
6 DAY EVALUATED (HEAVY DUTY) SCHEDULE
EFFECTIVE NOVEMBER 15, 1980 (PP25-80)

		1	2	3	4	5	6	7	8	9	10	11	12
30	BASIC	37.89	38.53	39.17	39.81	40.45	41.09	41.73	42.37	43.01	43.65	44.29	44.93
	COLA	3.04	3.04	3.04	3.04	3.04	3.04	3.04	3.04	3.04	3.04	3.04	3.04
	BASE	40.93	41.57	42.21	42.85	43.49	44.13	44.77	45.41	46.05	46.69	47.33	47.97
31	BASIC	39.16	39.82	40.48	41.15	41.81	42.47	43.14	43.80	44.46	45.13	45.79	46.45
	COLA	3.14	3.14	3.14	3.14	3.14	3.14	3.14	3.14	3.14	3.14	3.14	3.14
	BASE	42.30	42.96	43.62	44.29	44.95	45.61	46.28	46.94	47.60	48.27	48.93	49.59
32	BASIC	40.42	41.10	41.78	42.47	43.15	43.83	44.52	45.20	45.88	46.56	47.25	47.93
	COLA	3.24	3.24	3.24	3.24	3.24	3.24	3.24	3.24	3.24	3.24	3.24	3.24
	BASE	43.66	44.34	45.02	45.71	46.39	47.07	47.76	48.44	49.12	49.80	50.49	51.17
33	BASIC	41.68	42.39	43.09	43.80	44.50	45.21	45.92	46.62	47.33	48.04	48.74	49.45
	COLA	3.34	3.34	3.34	3.34	3.34	3.34	3.34	3.34	3.34	3.34	3.34	3.34
	BASE	45.02	45.73	46.43	47.14	47.84	48.55	49.26	49.96	50.67	51.38	52.08	52.79
34	BASIC	42.94	43.67	44.40	45.12	45.85	46.57	47.30	48.03	48.75	49.48	50.20	50.93
	COLA	3.44	3.44	3.44	3.44	3.44	3.44	3.44	3.44	3.44	3.44	3.44	3.44
	BASE	46.38	47.11	47.84	48.56	49.29	50.01	50.74	51.47	52.19	52.92	53.64	54.37
35	BASIC	44.21	44.96	45.71	46.46	47.20	47.95	48.70	49.45	50.20	50.95	51.70	52.45
	COLA	3.54	3.54	3.54	3.54	3.54	3.54	3.54	3.54	3.54	3.54	3.54	3.54
	BASE	47.75	48.50	49.25	50.00	50.74	51.49	52.24	52.99	53.74	54.49	55.24	55.99
36	BASIC	45.47	46.24	47.01	47.78	48.54	49.31	50.08	50.85	51.62	52.39	53.16	53.93
	COLA	3.64	3.64	3.64	3.64	3.64	3.64	3.64	3.64	3.64	3.64	3.64	3.64
	BASE	49.11	49.88	50.65	51.42	52.18	52.95	53.72	54.49	55.26	56.03	56.80	57.57
37	BASIC	46.73	47.52	48.32	49.11	49.90	50.69	51.48	52.28	53.07	53.86	54.65	55.45
	COLA	3.75	3.75	3.75	3.75	3.75	3.75	3.75	3.75	3.75	3.75	3.75	3.75
	BASE	50.48	51.27	52.07	52.86	53.65	54.44	55.23	56.03	56.82	57.61	58.40	59.20
38	BASIC	48.00	48.81	49.62	50.43	51.24	52.06	52.87	53.68	54.49	55.30	56.12	56.93
	COLA	3.85	3.85	3.85	3.85	3.85	3.85	3.85	3.85	3.85	3.85	3.85	3.85
	BASE	51.85	52.66	53.47	54.28	55.09	55.91	56.72	57.53	58.34	59.15	59.97	60.78
39	BASIC	49.26	50.09	50.93	51.76	52.60	53.43	54.27	55.10	55.94	56.77	57.61	58.44
	COLA	3.95	3.95	3.95	3.95	3.95	3.95	3.95	3.95	3.95	3.95	3.95	3.95
	BASE	53.21	54.04	54.88	55.71	56.55	57.38	58.22	59.05	59.89	60.72	61.56	62.39
40	BASIC	50.52	51.38	52.23	53.09	53.94	54.80	55.65	56.50	57.36	58.21	59.07	59.92
	COLA	4.05	4.05	4.05	4.05	4.05	4.05	4.05	4.05	4.05	4.05	4.05	4.05
	BASE	54.57	55.43	56.28	57.14	57.99	58.85	59.70	60.55	61.41	62.26	63.12	63.97
41	BASIC	52.42	53.30	54.19	55.08	55.97	56.85	57.74	58.63	59.52	60.41	61.29	62.18
	COLA	4.20	4.20	4.20	4.20	4.20	4.20	4.20	4.20	4.20	4.20	4.20	4.20
	BASE	56.62	57.50	58.39	59.28	60.17	61.05	61.94	62.83	63.72	64.61	65.49	66.38
42	BASIC	54.31	55.23	56.15	57.06	57.98	58.90	59.82	60.73	61.65	62.57	63.48	64.40
	COLA	4.35	4.35	4.35	4.35	4.35	4.35	4.35	4.35	4.35	4.35	4.35	4.35
	BASE	58.66	59.58	60.50	61.41	62.33	63.25	64.17	65.08	66.00	66.92	67.83	68.75
43	BASIC	56.20	57.16	58.11	59.06	60.01	60.96	61.91	62.86	63.81	64.76	65.71	66.66
	COLA	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50
	BASE	60.70	61.66	62.61	63.56	64.51	65.46	66.41	67.36	68.31	69.26	70.21	71.16
44	BASIC	58.10	59.08	60.07	61.05	62.03	63.02	64.00	64.98	65.97	66.95	67.93	68.92
	COLA	4.66	4.66	4.66	4.66	4.66	4.66	4.66	4.66	4.66	4.66	4.66	4.66
	BASE	62.76	63.74	64.73	65.71	66.69	67.68	68.66	69.64	70.63	71.61	72.59	73.58
45	BASIC	59.99	61.01	62.02	63.03	64.05	65.06	66.07	67.09	68.10	69.11	70.13	71.14
	COLA	4.81	4.81	4.81	4.81	4.81	4.81	4.81	4.81	4.81	4.81	4.81	4.81
	BASE	64.80	65.82	66.83	67.84	68.86	69.87	70.88	71.90	72.91	73.92	74.94	75.95
46	BASIC	61.89	62.93	63.98	65.03	66.07	67.12	68.16	69.21	70.26	71.30	72.35	73.40
	COLA	4.96	4.96	4.96	4.96	4.96	4.96	4.96	4.96	4.96	4.96	4.96	4.96
	BASE	66.85	67.89	68.94	69.99	71.03	72.08	73.12	74.17	75.22	76.26	77.31	78.36
47	BASIC	63.78	64.86	65.94	67.02	68.10	69.18	70.26	71.34	72.42	73.50	74.57	75.65
	COLA	5.11	5.11	5.11	5.11	5.11	5.11	5.11	5.11	5.11	5.11	5.11	5.11
	BASE	68.89	69.97	71.05	72.13	73.21	74.29	75.37	76.45	77.53	78.61	79.68	80.76
48	BASIC	65.68	66.79	67.90	69.01	70.13	71.24	72.35	73.46	74.57	75.69	76.80	77.91
	COLA	5.26	5.26	5.26	5.26	5.26	5.26	5.26	5.26	5.26	5.26	5.26	5.26
	BASE	70.94	72.05	73.16	74.27	75.39	76.50	77.61	78.72	79.83	80.95	82.06	83.17

SUBSTITUTE RURAL CARRIER
5½ DAY HEAVY DUTY SCHEDULE
EFFECTIVE NOVEMBER 15, 1980 (PP25-80)

		1	2	3	4	5	6	7	8	9	10	11	12
	BASIC	57.34	58.31	59.28	60.25	61.22	62.19	63.16	64.13	65.10	66.08	67.05	68.02
41	COLA	4.60	4.60	4.60	4.60	4.60	4.60	4.60	4.60	4.60	4.60	4.60	4.60
	BASE	61.94	62.91	63.88	64.85	65.82	66.79	67.76	68.73	69.70	70.68	71.65	72.62
	BASIC	59.41	60.41	61.42	62.42	63.42	64.43	65.43	66.43	67.44	68.44	69.44	70.45
42	COLA	4.76	4.76	4.76	4.76	4.76	4.76	4.76	4.76	4.76	4.76	4.76	4.76
	BASE	64.17	65.17	66.18	67.18	68.18	69.19	70.19	71.19	72.20	73.20	74.20	75.21
	BASIC	61.48	62.52	63.56	64.60	65.64	66.68	67.72	68.76	69.80	70.84	71.88	72.92
43	COLA	4.93	4.93	4.93	4.93	4.93	4.93	4.93	4.93	4.93	4.93	4.93	4.93
	BASE	66.41	67.45	68.49	69.53	70.57	71.61	72.65	73.69	74.73	75.77	76.81	77.85
	BASIC	63.55	64.63	65.70	66.78	67.86	68.93	70.01	71.08	72.16	73.23	74.31	75.39
44	COLA	5.09	5.09	5.09	5.09	5.09	5.09	5.09	5.09	5.09	5.09	5.09	5.09
	BASE	68.64	69.72	70.79	71.87	72.95	74.02	75.10	76.17	77.25	78.32	79.40	80.48
	BASIC	65.62	66.73	67.84	68.95	70.06	71.17	72.27	73.38	74.49	75.60	76.71	77.82
45	COLA	5.26	5.26	5.26	5.26	5.26	5.26	5.26	5.26	5.26	5.26	5.26	5.26
	BASE	70.88	71.99	73.10	74.21	75.32	76.43	77.53	78.64	79.75	80.86	81.97	83.08
	BASIC	67.70	68.84	69.99	71.13	72.27	73.42	74.56	75.71	76.85	78.00	79.14	80.28
46	COLA	5.43	5.43	5.43	5.43	5.43	5.43	5.43	5.43	5.43	5.43	5.43	5.43
	BASE	73.13	74.27	75.42	76.56	77.70	78.85	79.99	81.14	82.28	83.43	84.57	85.71

SUBSTITUTE RURAL CARRIER
5 DAY HEAVY DUTY SCHEDULE
EFFECTIVE NOVEMBER 15, 1980 (PP25-80)

		1	2	3	4	5	6	7	8	9	10	11	12
	BASIC	60.99	62.02	63.05	64.08	65.12	66.15	67.18	68.21	69.24	70.28	71.31	72.34
40	COLA	4.89	4.89	4.89	4.89	4.89	4.89	4.89	4.89	4.89	4.89	4.89	4.89
	BASE	65.88	66.91	67.94	68.97	70.01	71.04	72.07	73.10	74.13	75.17	76.20	77.23
	BASIC	63.28	64.35	65.42	66.49	67.56	68.63	69.70	70.78	71.85	72.92	73.99	75.06
41	COLA	5.07	5.07	5.07	5.07	5.07	5.07	5.07	5.07	5.07	5.07	5.07	5.07
	BASE	68.35	69.42	70.49	71.56	72.63	73.70	74.77	75.85	76.92	77.99	79.06	80.13
	BASIC	65.56	66.67	67.78	68.88	69.99	71.10	72.21	73.31	74.42	75.53	76.64	77.74
42	COLA	5.26	5.26	5.26	5.26	5.26	5.26	5.26	5.26	5.26	5.26	5.26	5.26
	BASE	70.82	71.93	73.04	74.14	75.25	76.36	77.47	78.57	79.68	80.79	81.90	83.00
	BASIC	67.85	69.00	70.14	71.29	72.44	73.59	74.73	75.88	77.03	78.18	79.32	80.47
43	COLA	5.44	5.44	5.44	5.44	5.44	5.44	5.44	5.44	5.44	5.44	5.44	5.44
	BASE	73.29	74.44	75.58	76.73	77.88	79.03	80.17	81.32	82.47	83.62	84.76	85.91
	BASIC	70.14	71.32	72.51	73.70	74.88	76.07	77.26	78.45	79.63	80.82	82.01	83.20
44	COLA	5.62	5.62	5.62	5.62	5.62	5.62	5.62	5.62	5.62	5.62	5.62	5.62
	BASE	75.76	76.94	78.13	79.32	80.50	81.69	82 88	84.07	85.25	86.44	87.63	88.82
	BASIC	72.42	73.65	74.87	76.09	77.31	78.54	79.76	80.98	82.21	83.43	84.65	85.88
45	COLA	5.80	5.80	5.80	5.80	5.80	5.80	5.80	5.80	5.80	5.80	5.80	5.80
	BASE	78.22	79.45	80.67	81.89	83.11	84.34	85.56	86.78	88.01	89.23	90.45	91.68
	BASIC	74.71	75.97	77.24	78.50	79.76	81.02	82.29	83.55	84.81	86.08	87.34	88.60
46	COLA	5.99	5.99	5.99	5.99	5.99	5.99	5.99	5.99	5.99	5.99	5.99	5.99
	BASE	80.70	81.96	83.23	84.49	85.75	87.01	88.28	89.54	90.80	92.07	93.33	94.59
	BASIC	77.00	78.30	79.60	80.90	82.21	83.51	84.81	86.12	87.42	88.72	90.02	91.33
47	COLA	6.17	6.17	6.17	6.17	6.17	6.17	6.17	6.17	6.17	6.17	6.17	6.17
	BASE	83.17	84.47	85.77	87.07	88.38	89.68	90.98	92.29	93.59	94.89	96.19	97.50
	BASIC	79.28	80.63	81.97	83.31	84.65	86.00	87.34	88.68	90.02	91.37	92.71	94.05
48	COLA	6.35	6.35	6.35	6.35	6.35	6.35	6.35	6.35	6.35	6.35	6.35	6.35
	BASE	85.63	86.98	88.32	89.66	91.00	92.35	93.69	95.03	96.37	97.72	99.06	100.40

RURAL CARRIER MILEAGE SCHEDULE (RCS)

EFFECTIVE NOVEMBER 15, 1980 (PP25-80)

MILES	STEPS	1	2	3	4	5	6	7	8	9	10	11	12	STEP INCR.
6	BASIC	11,790	12,001	12,212	12,423	12,634	12,845	13,056	13,267	13,478	13,689	13,900	14,111	211
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	13,017	13,228	13,439	13,650	13,861	14,072	14,283	14,494	14,705	14,916	15,127	15,338	
7	BASIC	11,921	12,134	12,347	12,560	12,773	12,986	13,199	13,412	13,625	13,838	14,051	14,264	213
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	13,148	13,361	13,574	13,787	14,000	14,213	14,426	14,639	14,852	15,065	15,278	15,491	
8	BASIC	12,052	12,267	12,482	12,697	12,912	13,127	13,342	13,557	13,772	13,987	14,202	14,417	215
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	13,279	13,494	13,709	13,924	14,139	14,354	14,569	14,784	14,999.	15,214	15,429	15,644	
9	BASIC	12,183	12,400	12,617	12,834	13,051	13,268	13,485	13,702	13,919	14,136	14,353	14,570	217
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	13,410	13,627	13,844	14,061	14,278	14,495	14,712	14,929	15,146	15,363	15,580	15,797	
10	BASIC	12,313	12,532	12,751	12,970	13,189	13,408	13,627	13,846	14,065	14,284	14,503	14,722	219
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	13,540	13,759	13,978	14,197	14,416	14,635	14,854	15,073	15,292	15,511	15,730	15,949	
11	BASIC	12,444	12,665	12,886	13,107	13,328	13,549	13,770	13,991	14,212	14,433	14,654	14,875	221
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	13,671	13,892	14,113	14,334	14,555	14,776	14,997	15,218	15,439	15,660	15,881	16,102	
12	BASIC	12,575	12,798	13,021	13,244	13,467	13,690	13,913	14,136	14,359	14,582	14,805	15,028	223
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	13,802	14,025	14,248	14,471	14,694	14,917	15,140	15,363	15,586	15,809	16,032	16,255	
13	BASIC	12,706	12,931	13,156	13,381	13,606	13,831	14,056	14,281	14,506	14,731	14,956	15,181	225
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	13,933	14,158	14,383	14,608	14,833	15,058	15,283	15,508	15,733	15,958	16,183	16,408	
14	BASIC	12,837	13,064	13,291	13,518	13,745	13,972	14,199	14,426	14,653	14,880	15,107	15,334	227
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	14,064	14,291	14,518	14,745	14,972	15,199	15,426	15,653	15,880	16,107	16,334	16,561	
15	BASIC	12,968	13,197	13,426	13,655	13,884	14,113	14,342	14,571	14,800	15,029	15,258	15,487	229
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	14,195	14,424	14,653	14,882	15,111	15,340	15,569	15,798	16,027	16,256	16,485	16,714	
16	BASIC	13,099	13,330	13,561	13,792	14,023	14,254	14,485	14,716	14,947	15,178	15,409	15,640	231
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	14,326	14,557	14,788	15,019	15,250	15,481	15,712	15,943	16,174	16,405	16,636	16,867	
17	BASIC	13,230	13,463	13,696	13,929	14,162	14,395	14,628	14,861	15,094	15,327	15,560	15,793	233
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	14,457	14,690	14,923	15,156	15,389	15,622	15,855	16,088	16,321	16,554	16,787	17,020	
18	BASIC	13,361	13,596	13,831	14,066	14,301	14,536	14,771	15,006	15,241	15,476	15,711	15,946	235
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	14,588	14,823	15,058	15,293	15,528	15,763	15,998	16,233	16,468	16,703	16,938	17,173	
19	BASIC	13,492	13,729	13,966	14,203	14,440	14,677	14,914	15,151	15,388	15,625	15,862	16,099	237
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	14,719	14,956	15,193	15,430	15,667	15,904	16,141	16,378	16,615	16,852	17,089	17,326	
20	BASIC	13,622	13,861	14,100	14,339	14,578	14,817	15,056	15,295	15,534	15,773	16,012	16,251	239
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	14,849	15,088	15,327	15,566	15,805	16,044	16,283	16,522	16,761	17,000	17,239	17,478	
21	BASIC	13,753	13,994	14,235	14,476	14,717	14,958	15,199	15,440	15,681	15,922	16,163	16,404	241
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	14,980	15,221	15,462	15,703	15,944	16,185	16,426	16,667	16,908	17,149	17,390	17,631	
22	BASIC	13,884	14,127	14,370	14,613	14,856	15,099	15,342	15,585	15,828	16,071	16,314	16,557	243
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	15,111	15,354	15,597	15,840	16,083	16,326	16,569	16,812	17,055	17,298	17,541	17,784	
23	BASIC	14,015	14,260	14,505	14,750	14,995	15,240	15,485	15,730	15,975	16,220	16,465	16,710	245
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	15,242	15,487	15,732	15,977	16,222	16,467	16,712	16,957	17,202	17,447	17,692	17,937	
24	BASIC	14,146	14,393	14,640	14,887	15,134	15,381	15,628	15,875	16,122	16,369	16,616	16,863	247
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	15,373	15,620	15,867	16,114	16,361	16,608	16,855	17,102	17,349	17,596	17,843	18,090	
25	BASIC	14,277	14,526	14,775	15,024	15,273	15,522	15,771	16,020	16,269	16,518	16,767	17,016	249
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	15,504	15,753	16,002	16,251	16,500	16,749	16,998	17,247	17,496	17,745	17,994	18,243	
26	BASIC	14,408	14,659	14,910	15,161	15,412	15,663	15,914	16,165	16,416	16,667	16,918	17,169	251
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	15,635	15,886	16,137	16,388	16,639	16,890	17,141	17,392	17,643	17,894	18,145	18,396	
27	BASIC	14,539	14,792	15,045	15,298	15,551	15,804	16,057	16,310	16,563	16,816	17,069	17,322	253
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	15,766	16,019	16,272	16,525	16,778	17,031	17,284	17,537	17,790	18,043	18,296	18,549	
28	BASIC	14,670	14,925	15,180	15,435	15,690	15,945	16,200	16,455	16,710	16,965	17,220	17,475	255
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	15,897	16,152	16,407	16,662	16,917	17,172	17,427	17,682	17,937	18,192	18,447	18,702	

RURAL CARRIER MILEAGE SCHEDULE (RCS)

EFFECTIVE NOVEMBER 15, 1980 (PP25-80)

MILES	STEPS	1	2	3	4	5	6	7	8	9	10	11	12	STEP INCR.
29	BASIC	14,801	15,058	15,315	15,572	15,829	16,086	16,343	16,600	16,857	17,114	17,371	17,628	257
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	16,028	16,285	16,542	16,799	17,056	17,313	17,570	17,827	18,084	18,341	18,598	18,855	
30	BASIC	14,931	15,190	15,449	15,708	15,967	16,226	16,485	16,744	17,003	17,262	17,521	17,780	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	16,158	16,417	16,676	16,935	17,194	17,453	17,712	17,971	18,230	18,489	18,748	19,007	
31	BASIC	14,963	15,222	15,481	15,740	15,999	16,258	16,517	16,776	17,035	17,294	17,553	17,812	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	16,190	16,449	16,708	16,967	17,226	17,485	17,744	18,003	18,262	18,521	18,780	19,039	
32	BASIC	14,994	15,253	15,512	15,771	16,030	16,289	16,548	16,807	17,066	17,325	17,584	17,843	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	16,221	16,480	16,739	16,998	17,257	17,516	17,775	18,034	18,293	18,552	18,811	19,070	
33	BASIC	15,025	15,284	15,543	15,802	16,061	16,320	16,579	16,838	17,097	17,356	17,615	17,874	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	16,252	16,511	16,770	17,029	17,288	17,547	17,806	18,065	18,324	18,583	18,842	19,101	
34	BASIC	15,057	15,316	15,575	15,834	16,093	16,352	16,611	16,870	17,129	17,388	17,647	17,906	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	16,284	16,543	16,802	17,061	17,320	17,579	17,838	18,097	18,356	18,615	18,874	19,133	
35	BASIC	15,088	15,347	15,606	15,865	16,124	16,383	16,642	16,901	17,160	17,419	17,678	17,937	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	16,315	16,574	16,833	17,092	17,351	17,610	17,869	18,128	18,387	18,646	18,905	19,164	
36	BASIC	15,120	15,379	15,638	15,897	16,156	16,415	16,674	16,933	17,192	17,451	17,710	17,969	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	16,347	16,606	16,865	17,124	17,383	17,642	17,901	18,160	18,419	18,678	18,937	19,196	
37	BASIC	15,151	15,410	15,669	15,928	16,187	16,446	16,705	16,964	17,223	17,482	17,741	18,000	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	16,378	16,637	16,896	17,155	17,414	17,673	17,932	18,191	18,450	18,709	18,968	19,227	
38	BASIC	15,182	15,441	15,700	15,959	16,218	16,477	16,736	16,995	17,254	17,513	17,772	18,031	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	16,409	16,668	16,927	17,186	17,445	17,704	17,963	18,222	18,481	18,740	18,999	19,258	
39	BASIC	15,214	15,473	15,732	15,991	16,250	16,509	16,768	17,027	17,286	17,545	17,804	18,063	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	16,441	16,700	16,959	17,218	17,477	17,736	17,995	18,254	18,513	18,772	19,031	19,290	
40	BASIC	15,245	15,504	15,763	16,022	16,281	16,540	16,799	17,058	17,317	17,576	17,835	18,094	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	16,472	16,731	16,990	17,249	17,508	17,767	18,026	18,285	18,544	18,803	19,062	19,321	
41	BASIC	15,276	15,535	15,794	16,053	16,312	16,571	16,830	17,089	17,348	17,607	17,866	18,125	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	16,503	16,762	17,021	17,280	17,539	17,798	18,057	18,316	18,575	18,834	19,093	19,352	
42	BASIC	15,308	15,567	15,826	16,085	16,344	16,603	16,862	17,121	17,380	17,639	17,898	18,157	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	16,535	16,794	17,053	17,312	17,571	17,830	18,089	18,348	18,607	18,866	19,125	19,384	
43	BASIC	15,339	15,598	15,857	16,116	16,375	16,634	16,893	17,152	17,411	17,670	17,929	18,188	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	16,566	16,825	17,084	17,343	17,602	17,861	18,120	18,379	18,638	18,897	19,156	19,415	
44	BASIC	15,370	15,629	15,888	16,147	16,406	16,665	16,924	17,183	17,442	17,701	17,960	18,219	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	16,597	16,856	17,115	17,374	17,633	17,892	18,151	18,410	18,669	18,928	19,187	19,446	
45	BASIC	15,402	15,661	15,920	16,179	16,438	16,697	16,956	17,215	17,474	17,733	17,992	18,251	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	16,629	16,888	17,147	17,406	17,665	17,924	18,183	18,442	18,701	18,960	19,219	19,478	
46	BASIC	15,433	15,692	15,951	16,210	16,469	16,728	16,987	17,246	17,505	17,764	18,023	18,282	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	16,660	16,919	17,178	17,437	17,696	17,955	18,214	18,473	18,732	18,991	19,250	19,509	
47	BASIC	15,464	15,723	15,982	16,241	16,500	16,759	17,018	17,277	17,536	17,795	18,054	18,313	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	16,691	16,950	17,209	17,468	17,727	17,986	18,245	18,504	18,763	19,022	19,281	19,540	
48	BASIC	15,496	15,755	16,014	16,273	16,532	16,791	17,050	17,309	17,568	17,827	18,086	18,345	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	16,723	16,982	17,241	17,500	17,759	18,018	18,277	18,536	18,795	19,054	19,313	19,572	
49	BASIC	15,527	15,786	16,045	16,304	16,563	16,822	17,081	17,340	17,599	17,858	18,117	18,376	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	16,754	17,013	17,272	17,531	17,790	18,049	18,308	18,567	18,826	19,085	19,344	19,603	
50	BASIC	15,558	15,817	16,076	16,335	16,594	16,853	17,112	17,371	17,630	17,889	18,148	18,407	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	16,785	17,044	17,303	17,562	17,821	18,080	18,339	18,598	18,857	19,116	19,375	19,634	
51	BASIC	15,590	15,849	16,108	16,367	16,626	16,885	17,144	17,403	17,662	17,921	18,180	18,439	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	16,817	17,076	17,335	17,594	17,853	18,112	18,371	18,630	18,889	19,148	19,407	19,666	
52	BASIC	15,621	15,880	16,139	16,398	16,657	16,916	17,175	17,434	17,693	17,952	18,211	18,470	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	16,848	17,107	17,366	17,625	17,884	18,143	18,402	18,661	18,920	19,179	19,438	19,697	

RURAL CARRIER MILEAGE SCHEDULE (RCS)

EFFECTIVE NOVEMBER 15, 1980 (PP25-80)

MILES	STEPS	1	2	3	4	5	6	7	8	9	10	11	12	STEP INCR.
53	BASIC	15,652	15,911	16,170	16,429	16,688	16,947	17,206	17,465	17,724	17,983	18,242	18,501	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	16,879	17,138	17,397	17,656	17,915	18,174	18,433	18,692	18,951	19,210	19,469	19,728	
54	BASIC	15,684	15,943	16,202	16,461	16,720	16,979	17,238	17,497	17,756	18,015	18,274	18,533	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	16,911	17,170	17,429	17,688	17,947	18,206	18,465	18,724	18,983	19,242	19,501	19,760	
55	BASIC	15,715	15,974	16,233	16,492	16,751	17,010	17,269	17,528	17,787	18,046	18,305	18,564	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	16,942	17,201	17,460	17,719	17,978	18,237	18,496	18,755	19,014	19,273	19,532	19,791	
56	BASIC	15,747	16,006	16,265	16,524	16,783	17,042	17,301	17,560	17,819	18,078	18,337	18,596	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	16,974	17,233	17,492	17,751	18,010	18,269	18,528	18,787	19,046	19,305	19,564	19,823	
57	BASIC	15,778	16,037	16,296	16,555	16,814	17,073	17,332	17,591	17,850	18,109	18,368	18,627	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	17,005	17,264	17,523	17,782	18,041	18,300	18,559	18,818	19,077	19,336	19,595	19,854	
58	BASIC	15,809	16,068	16,327	16,586	16,845	17,104	17,363	17,622	17,881	18,140	18,399	18,658	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	17,036	17,295	17,554	17,813	18,072	18,331	18,590	18,849	19,108	19,367	19,626	19,885	
59	BASIC	15,841	16,100	16,359	16,618	16,877	17,136	17,395	17,654	17,913	18,172	18,431	18,690	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	17,068	17,327	17,586	17,845	18,104	18,363	18,622	18,881	19,140	19,399	19,658	19,917	
60	BASIC	15,872	16,131	16,390	16,649	16,908	17,167	17,426	17,685	17,944	18,203	18,462	18,721	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	17,099	17,358	17,617	17,876	18,135	18,394	18,653	18,912	19,171	19,430	19,689	19,948	
61	BASIC	15,903	16,162	16,421	16,680	16,939	17,198	17,457	17,716	17,975	18,234	18,493	18,752	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	17,130	17,389	17,648	17,907	18,166	18,425	18,684	18,943	19,202	19,461	19,720	19,979	
62	BASIC	15,935	16,194	16,453	16,712	16,971	17,230	17,489	17,748	18,007	18,266	18,525	18,784	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	17,162	17,421	17,680	17,939	18,198	18,457	18,716	18,975	19,234	19,493	19,752	20,011	
63	BASIC	15,966	16,225	16,484	16,743	17,002	17,261	17,520	17,779	18,038	18,297	18,556	18,815	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	17,193	17,452	17,711	17,970	18,229	18,488	18,747	19,006	19,265	19,524	19,783	20,042	
64	BASIC	15,997	16,256	16,515	16,774	17,033	17,292	17,551	17,810	18,069	18,328	18,587	18,846	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	17,224	17,483	17,742	18,001	18,260	18,519	18,778	19,037	19,296	19,555	19,814	20,073	
65	BASIC	16,029	16,288	16,547	16,806	17,065	17,324	17,583	17,842	18,101	18,360	18,619	18,878	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	17,256	17,515	17,774	18,033	18,292	18,551	18,810	19,069	19,328	19,587	19,846	20,105	
66	BASIC	16,060	16,319	16,578	16,837	17,096	17,355	17,614	17,873	18,132	18,391	18,650	18,909	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	17,287	17,546	17,805	18,064	18,323	18,582	18,841	19,100	19,359	19,618	19,877	20,136	
67	BASIC	16,091	16,350	16,609	16,868	17,127	17,386	17,645	17,904	18,163	18,422	18,681	18,940	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	17,318	17,577	17,836	18,095	18,354	18,613	18,872	19,131	19,390	19,649	19,908	20,167	
68	BASIC	16,123	16,382	16,641	16,900	17,159	17,418	17,677	17,936	18,195	18,454	18,713	18,972	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	17,350	17,609	17,868	18,127	18,386	18,645	18,904	19,163	19,422	19,681	19,940	20,199	
69	BASIC	16,154	16,413	16,672	16,931	17,190	17,449	17,708	17,967	18,226	18,485	18,744	19,003	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	17,381	17,640	17,899	18,158	18,417	18,676	18,935	19,194	19,453	19,712	19,971	20,230	
70	BASIC	16,185	16,444	16,703	16,962	17,221	17,480	17,739	17,998	18,257	18,516	18,775	19,034	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	17,412	17,671	17,930	18,189	18,448	18,707	18,966	19,225	19,484	19,743	20,002	20,261	
71	BASIC	16,217	16,476	16,735	16,994	17,253	17,512	17,771	18,030	18,289	18,548	18,807	19,066	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	17,444	17,703	17,962	18,221	18,480	18,739	18,998	19,257	19,516	19,775	20,034	20,293	
72	BASIC	16,248	16,507	16,766	17,025	17,284	17,543	17,802	18,061	18,320	18,579	18,838	19,097	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	17,475	17,734	17,993	18,252	18,511	18,770	19,029	19,288	19,547	19,806	20,065	20,324	
73	BASIC	16,279	16,538	16,797	17,056	17,315	17,574	17,833	18,092	18,351	18,610	18,869	19,128	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	17,506	17,765	18,024	18,283	18,542	18,801	19,060	19,319	19,578	19,837	20,096	20,355	
74	BASIC	16,311	16,570	16,829	17,088	17,347	17,606	17,865	18,124	18,383	18,642	18,901	19,160	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	17,538	17,797	18,056	18,315	18,574	18,833	19,092	19,351	19,610	19,869	20,128	20,387	
75	BASIC	16,342	16,601	16,860	17,119	17,378	17,637	17,896	18,155	18,414	18,673	18,932	19,191	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	17,569	17,828	18,087	18,346	18,605	18,864	19,123	19,382	19,641	19,900	20,159	20,418	
76	BASIC	16,374	16,633	16,892	17,151	17,410	17,669	17,928	18,187	18,446	18,705	18,964	19,223	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	17,601	17,860	18,119	18,378	18,637	18,896	19,155	19,414	19,673	19,932	20,191	20,450	

RURAL CARRIER MILEAGE SCHEDULE (RCS)

EFFECTIVE NOVEMBER 15, 1980 (PP25-80)

MILES	STEPS	1	2	3	4	5	6	7	8	9	10	11	12	STEP INCR.
77	BASIC	16,405	16,664	16,923	17,182	17,441	17,700	17,959	18,218	18,477	18,736	18,995	19,254	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	17,632	17,891	18,150	18,409	18,668	18,927	19,186	19,445	19,704	19,963	20,222	20,481	
78	BASIC	16,436	16,695	16,954	17,213	17,472	17,731	17,990	18,249	18,508	18,767	19,026	19,285	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	17,663	17,922	18,181	18,440	18,699	18,958	19,217	19,476	19,735	19,994	20,253	20,512	
79	BASIC	16,468	16,727	16,986	17,245	17,504	17,763	18,022	18,281	18,540	18,799	19,058	19,317	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	17,695	17,954	18,213	18,472	18,731	18,990	19,249	19,508	19,767	20,026	20,285	20,544	
80	BASIC	16,499	16,758	17,017	17,276	17,535	17,794	18,053	18,312	18,571	18,830	19,089	19,348	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	17,726	17,985	18,244	18,503	18,762	19,021	19,280	19,539	19,798	20,057	20,316	20,575	
81	BASIC	16,530	16,789	17,048	17,307	17,566	17,825	18,084	18,343	18,602	18,861	19,120	19,379	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	17,757	18,016	18,275	18,534	18,793	19,052	19,311	19,570	19,829	20,088	20,347	20,606	
82	BASIC	16,562	16,821	17,080	17,339	17,598	17,857	18,116	18,375	18,634	18,893	19,152	19,411	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	17,789	18,048	18,307	18,566	18,825	19,084	19,343	19,602	19,861	20,120	20,379	20,638	
83	BASIC	16,593	16,852	17,111	17,370	17,629	17,888	18,147	18,406	18,665	18,924	19,183	19,442	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	17,820	18,079	18,338	18,597	18,856	19,115	19,374	19,633	19,892	20,151	20,410	20,669	
84	BASIC	16,624	16,883	17,142	17,401	17,660	17,919	18,178	18,437	18,696	18,955	19,214	19,473	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	17,851	18,110	18,369	18,628	18,887	19,146	19,405	19,664	19,923	20,182	20,441	20,700	
85	BASIC	16,656	16,915	17,174	17,433	17,692	17,951	18,210	18,469	18,728	18,987	19,246	19,505	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	17,883	18,142	18,401	18,660	18,919	19,178	19,437	19,696	19,955	20,214	20,473	20,732	
86	BASIC	16,687	16,946	17,205	17,464	17,723	17,982	18,241	18,500	18,759	19,018	19,277	19,536	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	17,914	18,173	18,432	18,691	18,950	19,209	19,468	19,727	19,986	20,245	20,504	20,763	
87	BASIC	16,718	16,977	17,236	17,495	17,754	18,013	18,272	18,531	18,790	19,049	19,308	19,567	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	17,945	18,204	18,463	18,722	18,981	19,240	19,499	19,758	20,017	20,276	20,535	20,794	
88	BASIC	16,750	17,009	17,268	17,527	17,786	18,045	18,304	18,563	18,822	19,081	19,340	19,599	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	17,977	18,236	18,495	18,754	19,013	19,272	19,531	19,790	20,049	20,308	20,567	20,826	
89	BASIC	16,781	17,040	17,299	17,558	17,817	18,076	18,335	18,594	18,853	19,112	19,371	19,630	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	18,008	18,267	18,526	18,785	19,044	19,303	19,562	19,821	20,080	20,339	20,598	20,857	
90	BASIC	16,812	17,071	17,330	17,589	17,848	18,107	18,366	18,625	18,884	19,143	19,402	19,661	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	18,039	18,298	18,557	18,816	19,075	19,334	19,593	19,852	20,111	20,370	20,629	20,888	
91	BASIC	16,844	17,103	17,362	17,621	17,880	18,139	18,398	18,657	18,916	19,175	19,434	19,693	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	18,071	18,330	18,589	18,848	19,107	19,366	19,625	19,884	20,143	20,402	20,661	20,920	
92	BASIC	16,875	17,134	17,393	17,652	17,911	18,170	18,429	18,688	18,947	19,206	19,465	19,724	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	18,102	18,361	18,620	18,879	19,138	19,397	19,656	19,915	20,174	20,433	20,692	20,951	
93	BASIC	16,906	17,165	17,424	17,683	17,942	18,201	18,460	18,719	18,978	19,237	19,496	19,755	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	18,133	18,392	18,651	18,910	19,169	19,428	19,687	19,946	20,205	20,464	20,723	20,982	
94	BASIC	16,938	17,197	17,456	17,715	17,974	18,233	18,492	18,751	19,010	19,269	19,528	19,787	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	18,165	18,424	18,683	18,942	19,201	19,460	19,719	19,978	20,237	20,496	20,755	21,014	
95	BASIC	16,969	17,228	17,487	17,746	18,005	18,264	18,523	18,782	19,041	19,300	19,559	19,818	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	18,196	18,455	18,714	18,973	19,232	19,491	19,750	20,009	20,268	20,527	20,786	21,045	
96	BASIC	17,001	17,260	17,519	17,778	18,037	18,296	18,555	18,814	19,073	19,332	19,591	19,850	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	18,228	18,487	18,746	19,005	19,264	19,523	19,782	20,041	20,300	20,559	20,818	21,077	
97	BASIC	17,032	17,291	17,550	17,809	18,068	18,327	18,586	18,845	19,104	19,363	19,622	19,881	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	18,259	18,518	18,777	19,036	19,295	19,554	19,813	20,072	20,331	20,590	20,849	21,108	
98	BASIC	17,063	17,322	17,581	17,840	18,099	18,358	18,617	18,876	19,135	19,394	19,653	19,912	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	18,290	18,549	18,808	19,067	19,326	19,585	19,844	20,103	20,362	20,621	20,880	21,139	
99	BASIC	17,095	17,354	17,613	17,872	18,131	18,390	18,649	18,908	19,167	19,426	19,685	19,944	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	18,322	18,581	18,840	19,099	19,358	19,617	19,876	20,135	20,394	20,653	20,912	21,171	

RURAL CARRIER MILEAGE SCHEDULE (RCS)

EFFECTIVE NOVEMBER 15, 1980 (PP25-80)

MILES	STEPS	1	2	3	4	5	6	7	8	9	10	11	12	STEP INCR.
100	BASIC	17,126	17,385	17,644	17,903	18,162	18,421	18,680	18,939	19,198	19,457	19,716	19,975	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	18,353	18,612	18,871	19,130	19,389	19,648	19,907	20,166	20,425	20,684	20,943	21,202	
101	BASIC	17,157	17,416	17,675	17,934	18,193	18,452	18,711	18,970	19,229	19,488	19,747	20,006	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	18,384	18,643	18,902	19,161	19,420	19,679	19,938	20,197	20,456	20,715	20,974	21,233	
102	BASIC	17,189	17,448	17,707	17,966	18,225	18,484	18,743	19,002	19,261	19,520	19,779	20,038	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	18,416	18,675	18,934	19,193	19,452	19,711	19,970	20,229	20,488	20,747	21,006	21,265	
103	BASIC	17,220	17,479	17,738	17,997	18,256	18,515	18,774	19,033	19,292	19,551	19,810	20,069	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	18,447	18,706	18,965	19,224	19,483	19,742	20,001	20,260	20,519	20,778	21,037	21,296	
104	BASIC	17,251	17,510	17,769	18,028	18,287	18,546	18,805	19,064	19,323	19,582	19,841	20,100	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	18,478	18,737	18,996	19,255	19,514	19,773	20,032	20,291	20,550	20,809	21,068	21,327	
105	BASIC	17,283	17,542	17,801	18,060	18,319	18,578	18,837	19,096	19,355	19,614	19,873	20,132	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	18,510	18,769	19,028	19,287	19,546	19,805	20,064	20,323	20,582	20,841	21,100	21,359	
106	BASIC	17,314	17,573	17,832	18,091	18,350	18,609	18,868	19,127	19,386	19,645	19,904	20,163	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	18,541	18,800	19,059	19,318	19,577	19,836	20,095	20,354	20,613	20,872	21,131	21,390	
107	BASIC	17,345	17,604	17,863	18,122	18,381	18,640	18,899	19,158	19,417	19,676	19,935	20,194	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	18,572	18,831	19,090	19,349	19,608	19,867	20,126	20,385	20,644	20,903	21,162	21,421	
108	BASIC	17,377	17,636	17,895	18,154	18,413	18,672	18,931	19,190	19,449	19,708	19,967	20,226	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	18,604	18,863	19,122	19,381	19,640	19,899	20,158	20,417	20,676	20,935	21,194	21,453	
109	BASIC	17,408	17,667	17,926	18,185	18,444	18,703	18,962	19,221	19,480	19,739	19,998	20,257	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	18,635	18,894	19,153	19,412	19,671	19,930	20,189	20,448	20,707	20,966	21,225	21,484	
110	BASIC	17,439	17,698	17,957	18,216	18,475	18,734	18,993	19,252	19,511	19,770	20,029	20,288	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	18,666	18,925	19,184	19,443	19,702	19,961	20,220	20,479	20,738	20,997	21,256	21,515	
111	BASIC	17,471	17,730	17,989	18,248	18,507	18,766	19,025	19,284	19,543	19,802	20,061	20,320	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	18,698	18,957	19,216	19,475	19,734	19,993	20,252	20,511	20,770	21,029	21,288	21,547	
112	BASIC	17,502	17,761	18,020	18,279	18,538	18,797	19,056	19,315	19,574	19,833	20,092	20,351	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	18,729	18,988	19,247	19,506	19,765	20,024	20,283	20,542	20,801	21,060	21,319	21,578	
113	BASIC	17,533	17,792	18,051	18,310	18,569	18,828	19,087	19,346	19,605	19,864	20,123	20,382	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	18,760	19,019	19,278	19,537	19,796	20,055	20,314	20,573	20,832	21,091	21,350	21,609	
114	BASIC	17,565	17,824	18,083	18,342	18,601	18,860	19,119	19,378	19,637	19,896	20,155	20,414	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	18,792	19,051	19,310	19,569	19,828	20,087	20,346	20,605	20,864	21,123	21,382	21,641	
115	BASIC	17,596	17,855	18,114	18,373	18,632	18,891	19,150	19,409	19,668	19,927	20,186	20,445	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	18,823	19,082	19,341	19,600	19,859	20,118	20,377	20,636	20,895	21,154	21,413	21,672	
116	BASIC	17,628	17,887	18,146	18,405	18,664	18,923	19,182	19,441	19,700	19,959	20,218	20,477	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	18,855	19,114	19,373	19,632	19,891	20,150	20,409	20,668	20,927	21,186	21,445	21,704	
117	BASIC	17,659	17,918	18,177	18,436	18,695	18,954	19,213	19,472	19,731	19,990	20,249	20,508	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	18,886	19,145	19,404	19,663	19,922	20,181	20,440	20,699	20,958	21,217	21,476	21,735	
118	BASIC	17,690	17,949	18,208	18,467	18,726	18,985	19,244	19,503	19,762	20,021	20,280	20,539	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	18,917	19,176	19,435	19,694	19,953	20,212	20,471	20,730	20,989	21,248	21,507	21,766	
119	BASIC	17,722	17,981	18,240	18,499	18,758	19,017	19,276	19,535	19,794	20,053	20,312	20,571	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	18,949	19,208	19,467	19,726	19,985	20,244	20,503	20,762	21,021	21,280	21,539	21,798	
120	BASIC	17,753	18,012	18,271	18,530	18,789	19,048	19,307	19,566	19,825	20,084	20,343	20,602	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	18,980	19,239	19,498	19,757	20,016	20,275	20,534	20,793	21,052	21,311	21,570	21,829	
121	BASIC	17,784	18,043	18,302	18,561	18,820	19,079	19,338	19,597	19,856	20,115	20,374	20,633	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	19,011	19,270	19,529	19,788	20,047	20,306	20,565	20,824	21,083	21,342	21,601	21,860	
122	BASIC	17,816	18,075	18,334	18,593	18,852	19,111	19,370	19,629	19,888	20,147	20,406	20,665	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	19,043	19,302	19,561	19,820	20,079	20,338	20,597	20,856	21,115	21,374	21,633	21,892	
123	BASIC	17,847	18,106	18,365	18,624	18,883	19,142	19,401	19,660	19,919	20,178	20,437	20,696	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	19,074	19,333	19,592	19,851	20,110	20,369	20,628	20,887	21,146	21,405	21,664	21,923	

RURAL CARRIER MILEAGE SCHEDULE (RCS)

EFFECTIVE NOVEMBER 15, 1980 (PP25-80)

MILES	STEPS	1	2	3	4	5	6	7	8	9	10	11	12	STEP INCR.
124	BASIC	17,878	18,137	18,396	18,655	18,914	19,173	19,432	19,691	19,950	20,209	20,468	20,727	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	19,105	19,364	19,623	19,882	20,141	20,400	20,659	20,918	21,177	21,436	21,695	21,954	
125	BASIC	17,910	18,169	18,428	18,687	18,946	19,205	19,464	19,723	19,982	20,241	20,500	20,759	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	19,137	19,396	19,655	19,914	20,173	20,432	20,691	20,950	21,209	21,468	21,727	21,986	
126	BASIC	17,941	18,200	18,459	18,718	18,977	19,236	19,495	19,754	20,013	20,272	20,531	20,790	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	19,168	19,427	19,686	19,945	20,204	20,463	20,722	20,981	21,240	21,499	21,758	22,017	
127	BASIC	17,972	18,231	18,490	18,749	19,008	19,267	19,526	19,785	20,044	20,303	20,562	20,821	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	19,199	19,458	19,717	19,976	20,235	20,494	20,753	21,012	21,271	21,530	21,789	22,048	
128	BASIC	18,004	18,263	18,522	18,781	19,040	19,299	19,558	19,817	20,076	20,335	20,594	20,853	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	19,231	19,490	19,749	20,008	20,267	20,526	20,785	21,044	21,303	21,562	21,821	22,080	
129	BASIC	18,035	18,294	18,553	18,812	19,071	19,330	19,589	19,848	20,107	20,366	20,625	20,884	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	19,262	19,521	19,780	20,039	20,298	20,557	20,816	21,075	21,334	21,593	21,852	22,111	
130	BASIC	18,066	18,325	18,584	18,843	19,102	19,361	19,620	19,879	20,138	20,397	20,656	20,915	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	19,293	19,552	19,811	20,070	20,329	20,588	20,847	21,106	21,365	21,624	21,883	22,142	
131	BASIC	18,098	18,357	18,616	18,875	19,134	19,393	19,652	19,911	20,170	20,429	20,688	20,947	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	19,325	19,584	19,843	20,102	20,361	20,620	20,879	21,138	21,397	21,656	21,915	22,174	
132	BASIC	18,129	18,388	18,647	18,906	19,165	19,424	19,683	19,942	20,201	20,460	20,719	20,978	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	19,356	19,615	19,874	20,133	20,392	20,651	20,910	21,169	21,428	21,687	21,946	22,205	
133	BASIC	18,160	18,419	18,678	18,937	19,196	19,455	19,714	19,973	20,232	20,491	20,750	21,009	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	19,387	19,646	19,905	20,164	20,423	20,682	20,941	21,200	21,459	21,718	21,977	22,236	
134	BASIC	18,192	18,451	18,710	18,969	19,228	19,487	19,746	20,005	20,264	20,523	20,782	21,041	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	19,419	19,678	19,937	20,196	20,455	20,714	20,973	21,232	21,491	21,750	22,009	22,268	
135	BASIC	18,223	18,482	18,741	19,000	19,259	19,518	19,777	20,036	20,295	20,554	20,813	21,072	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	19,450	19,709	19,968	20,227	20,486	20,745	21,004	21,263	21,522	21,781	22,040	22,299	
136	BASIC	18,255	18,514	18,773	19,032	19,291	19,550	19,809	20,068	20,327	20,586	20,845	21,104	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	19,482	19,741	20,000	20,259	20,518	20,777	21,036	21,295	21,554	21,813	22,072	22,331	
137	BASIC	18,286	18,545	18,804	19,063	19,322	19,581	19,840	20,099	20,358	20,617	20,876	21,135	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	19,513	19,772	20,031	20,290	20,549	20,808	21,067	21,326	21,585	21,844	22,103	22,362	
138	BASIC	18,317	18,576	18,835	19,094	19,353	19,612	19,871	20,130	20,389	20,648	20,907	21,166	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	19,544	19,803	20,062	20,321	20,580	20,839	21,098	21,357	21,616	21,875	22,134	22,393	
139	BASIC	18,349	18,608	18,867	19,126	19,385	19,644	19,903	20,162	20,421	20,680	20,939	21,198	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	19,576	19,835	20,094	20,353	20,612	20,871	21,130	21,389	21,648	21,907	22,166	22,425	
140	BASIC	18,380	18,639	18,898	19,157	19,416	19,675	19,934	20,193	20,452	20,711	20,970	21,229	259
	COLA	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	1,227	
	BASE	19,607	19,866	20,125	20,384	20,643	20,902	21,161	21,420	21,679	21,938	22,197	22,456	

YEAR END PERSONNEL ACTIONS FOR CASUALS

The following procedures govern the year end termination of casual employees (including Christmas casuals) in CAG A–K post offices and the reappointment or conversion of 90-day casuals on or after January 1, 1981. Other than changes in certain action dates, these procedures are the same as last year. All personnel actions for casuals will be documented by Form 50. However, special programs developed at the E&LR Information Centers (ELRIC) will minimize or eliminate the preparation of Form 50 worksheets by the employing offices.

I. BASIC PRINCIPLES

Christmas casuals are all those whose accession action is processed or effective on November 29, 1980 or later. They may work for any 21-day consecutive period, and will automatically be terminated on December 26, 1980. Christmas casuals must not work December 27–31. They may be given a 90-day appointment on or after January 1, 1981. Procedures for Christmas casuals are described in Section II.

Casuals (90-day casuals) other than Christmas casuals are all those who were on the rolls as of November 28, 1980. Should any of them have an appointment with an NTE pay period of 26–80 or 01–81, they will automatically be given a 21-day reappointment (NTE 02–81) as a Christmas casual and will be terminated according to procedures for Christmas casuals. See Section II.C. below.

All 90-day casuals will be processed in one of three ways:

1) Conversion to career effective December 27, 1980

2) Termination effective December 31, 1980

3) Reappointment to a new 90-day term effective January 1, 1981

Procedures for 90-day casuals are described in Section III.

II. PROCEDURES FOR CHRISTMAS CASUALS:

A. Accessions. All casual appointments processed or effective November 29, 1980, or later in December will be hired NTE 12/26/80 and automatically will be considered as being Christmas casuals for manpower and statistical reporting purposes. Those casuals hired on or after December 1 may only me utilized for a 21-day consecutive period as a Christmas casual and, therefore, may have a last workday earlier than December 26, 1980. All Christmas casuals will be hired as Casual, Occupation Code 5201–1001, EAS Level 7 at the rate of $4.76 per hour.

All accession Forms 50–B for Christmas casuals must be batched separately and submitted to the appropriate ELRIC not later than November 21, 1980.

B. Changes. Christmas casuals cannot be extended, reappointed or converted to career appointment. They must be separated from their Christmas casual position by a Form 50 before any other personnel action can be processed.

C. Terminations. Except for separations for cause, all Christmas casuals will be terminated effective December 26, 1980, and a Form 50 will be automatically produced by the Regional ELRICs and distributed to the appropriate installations. If the employee's last day worked is earlier than December 26, 1980, the office should enter the last day worked in the *Remarks* section of the processed Form 50 before issuing to the employee and filing in the official personnel folder.

If it is necessary to separate a Christmas casual for cause, the action should be accomplished by the employing office using normal Form 50 procedures.

D. Employment After December 26, 1980. An employee who serves as a Christmas casual in December 1980, may be appointed to a new term as a casual on or after January 1, 1981, by the submission of a normal casual accession worksheet. Christmas casuals must not be employed December 27–31, 1980.

III. PROCEDURES FOR OTHER THAN CHRISTMAS CASUALS

A. Accessions. All casual accessions (non-Christmas) prior to November 29 are to be processed by Form 50 worksheet through the appropriate ELRIC using normal processing procedures. All casual (non-Christmas) appointments must be received at ELRIC no later than November 15, 1980, to ensure processing during pay period 25–80.

B. Changes and Terminations. On or about December 10, 1980, the ELRICs will distribute to each MSC a listing by finance number of all casuals (non-Christmas) on the rolls as of November 28, 1980. This special year-end casual listing will replace any other Form 50 worksheet for these employees, except actions processed for cause. The listing will be identified in the heading as Special Year End Casual Listing.

These listings must be completed, signed and returned to the ELRIC not later than December 19, 1980. One of three types of personnel action must be requested under each casual employee record on the listing—reappointment as of January 1, 1981, Termination as of December 31, 1980, or Conversion to Career with necessary information to be supplied in the normal way on a Form 50 worksheet.

1. Reappointment. The employee may be reappointed as a casual, occupation code 5201–1001, EAS–7 at the rate of $4.76 per hour effective January 1, 1981, to a new 90-day period of employment. In the space provided on the listing, enter the letter R for reappointment.

2. Conversion to Career. The employee's casual appointment may be converted to a career appointment effective December 27, 1980 or earlier in December 1980 in accordance with 260 of Handbook P–11, *Personnel Operations.* In such cases, enter the letter C on the listing, and prepare a normal Form 50 worksheet and attach to the Special Year End Casual Listing. If a casual employee's career conversion date is to be effective January 10, 1981, or later, the employee must be reappointed via the Special Year End Casual Listing and the conversion to a career position processed through normal personnel action processing procedures.

3. Termination. All casuals not reoppointed or converted to career must be terminated on or before December 31, 1980. On the Special Year End Casual Listing, enter the letter T under the name of those to be terminated. If the last day in pay status is other than December 31, 1980, enter the correct date in MMDDYY format in the space provided.

C. Processing Special Year End Casual Listings. The completed Special Year End Casual Listings are to be collected, verified, consolidated,

Continued on p. 20

REQUISITION SCHEDULE—BULK POSTAGE STAMPS AND POSTAL CARDS

Postage Stamps—Bulk Quantities—Beginning January 1, 1981, postmasters at CAG A–G post offices will submit Form 3356, Stamp Requisition-Bulk Quantities, to the Bureau of Engraving and Printing (BEP) in accordance with the revised schedule shown below.

The schedule below shows the *latest date* Forms 3356 may be received at BEP for processing during the regular cycle for each group of states or possessions. Requisitions received after the scheduled date will be processed out of cycle, increasing processing and handling costs, and delaying stamp shipments to the ordering office. Requisitions received up to seven days prior to the due date will be processed in the proper cycle. Therefore, postmasters will ensure that Forms 3356 are mailed to arrive at BEP within seven days prior to the schedule date, but not later than that date.

A copy of this updated schedule should be inserted as Figure 5–2 in Fiscal Handbook F–1, Financial Handbook for Post Offices.

Less-Than-Bulk Quantities. Postmasters at post offices requiring less-than-bulk quantities must submit postage stamp requisitions to their Stamp Distribution Office once each accounting period in accordance with previously established ordering dates.

Postal Cards. Postmasters at all post offices must submit requisitions for postal cards directly to the Government Printing Office using the requisitioning schedule shown below. Only international surface and international airmail postal cards may be requisitioned from your Stamp Distribution Office.

Offices Located in Following States and Possessions	*Dates requisitions are due at Bureau of Engraving and Printing or Government Printing Office*					
Alaska, Colorado, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming	Jan. 5	Mar. 2	Apr. 27	June 29	Aug. 24	Oct. 26
Arizona, California, Guam, Hawaii	Jan. 12	Mar. 9	May 4	July 6	Aug. 31	Nov. 2
Iowa, Michigan, Minnesota, Nebraska, North Dakota, South Dakota, Wisconsin	Jan. 19	Mar. 16	May 11	July 13	Sept. 14	Nov. 9
Illinois, Indiana, Kansas, Kentucky, Missouri, Ohio, Oklahoma	Jan. 26	Mar. 23	May 18	July 20	Sept. 21	Nov. 16
Arkansas, Louisiana, Mississippi, Tennessee, Texas	Feb. 2	Mar. 30	June 1	July 27	Sept. 28	Nov. 23
Alabama, District of Columbia, Florida, Georgia, Maryland, North Carolina, South Carolina, Virginia, West Virginia	Feb. 9	Apr. 6	June 8	Aug. 3	Oct. 5	Dec. 7
Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont	Feb. 16	Apr. 13	June 15	Aug. 10	Oct. 12	Dec. 14
Delaware, New Jersey, New York, Pennsylvania, Puerto Rico, Virgin Islands	Feb. 23	Apr. 20	June 22	Aug. 17	Oct. 19	Dec. 21

—Customer Services Dept., 11–13–80.

HEALTH BENEFITS OPEN SEASON

This article supplements the information in Postal Bulletins 21267 (10–16–80) and 21269 (10–30–80) concerning health benefits open season.

The complete shipment of comparison charts BRI 41–343 through 353 was not received in the supply centers in time to meet the mailing deadline for all open season materials. Therefore, some installations will receive a partial shipment of comparison charts, and some installations will not receive any comparison charts. Those charts that are received should be posted in accordance with the instructions in Postal Bulletin 21269, 10–30–80, page 11. Installations that do not receive comparison charts may use Notice 170 and the comprehensive plan summaries for comparison purposes.

Please make the following pen and ink changes to Notice 170:

1. After Indemnity Benefit Plan add—(Aetna)
2. After Service Benefit Plan—add (Blue Cross/Blue Shield)—*Employee Relations Dept., 11–13–80.*

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signed by the MSC manager, and sent to the appropriate ELRIC not later than December 19, 1980. Conversion, reappointment, and separation Forms 50 will be generated at the ELRICs from the completed Special Year End Casual Listings and attached conversion worksheets (if any).

D. Appointment Authority. All appointed or reappointment actions covered by these procedures must have the prior approval of the appropriate authority.—*Employee Relations Dept., 11–13–80.*

Tax Forms for Lobby Distribution

In preparation for the 1981 income tax season, the Internal Revenue Service will soon begin distributing tax forms to post offices for lobby distribution. Since the Internal Revenue Service and the Postal Service are both committed to serving the public, a joint effort is being made to ensure the continued viability of this program.

Post offices that distributed the forms last year should have received an order blank for requesting tax forms for 1981. Post offices that have not distributed tax forms in the past but are interested in doing so may obtain an order form by writing:

Internal Revenue Service RM:
FM:P–D
Attn: Banks and Post Office
Coordinator
Room 1528
1111 Constitution Avenue, NW
Washington, DC 20224

—Customer Services Dept. 11–13–80.

NAMING OF POSTAL FACILITIES

Section 211.413 of the Postal Operations Manual is amended, effective immediately, to provide guidance on the naming of stations, branches, and other named postal facilities. The new section, which will be incorporated in a future POM revision, reads as follows:

.413 Designations of Stations, Branches, and Other Named Postal Facilities. Stations, branches, and other named postal facilities generally are given names recognized by the public as indicating their locations, using the following policies:

a. *Station Designations.* A station's name should describe its location (neighborhood or section of city, for example) to the general public. There must be no duplication of station names within a single city, county, or three-digit ZIP Code area.

b. *Community Post Office (CPO) and Branch Designations.* Community Post Office (CPO) and classified branch names are valid mailing addresses. Therefore, each CPO or classified branch must bear the name of the principal community it serves. There must be no duplication among CPO, classified branch, and post office names within a state. Each contract branch also must bear the name of the principal community it serves.

c. *Permanent Numbers and Letters.* The use of permanent number and letter designations for branches or classified stations is prohibited, unless the number or letter signifies a location, as in "M Street Station," "3rd Avenue Station," or "Fourth of July Plaza Station." Number and letter designations in use at the time of the establishment of this regulation may continue to be used permanently.

d. *Temporary Numbers and Letters.* Number and letter designations for branches and classified stations which do not signify locations, as in "Station A" or "Branch #4," may be used for a period not to exceed one year. They may be used beyond one year only by written approval of the Regional Postmaster General.

e. *Facilities Named for Individuals.* A postal facility may be named for an individual only with the approval of the Postmaster General and only if the individual has been deceased for at least ten years, with the exception of deceased Presidents or Postmasters General. Official commitments announced prior to the establishment of this regulation will be fulfilled. Occasionally Congress honors an individual by passing a law naming a postal facility after that individual. For the procedures to be followed in such cases, see the Administrative Support Manual (ASM) 411.46 and 518.144.

f. *Changes in Designations of Stations, Branches, or Other Named Postal Facilities.* A local request for a change in the name of a station, branch, or other named postal facility must be submitted to the appropriate sectional center manager for transmittal, with a recommendation, to the Regional Postmaster General. A request which results from an official change in the community's name is handled as a change in the name of a post office. (See POM 211.412.) The Regional Postmaster General has authority, subject to the policies established in this section, to approve all other changes in designations of facilities, with the exception of those discussed in 211.413a (See 211.5 for reporting requirements when the designations of stations, branches, or other named postal facilities are changed.)—*Delivery Services Dept., 11-13-80.*

Pay Dates, Organization Dues

The following chart lists the pay periods for 1981. Asterisks (*) indicate pay periods in which employee organization dues will be deducted and the pay date when the employee's check will reflect this deduction.

For the convenience of timekeepers, the bi-weekly pay periods have been broken out by weeks, showing beginning and ending dates each week.

The leave year always begins with the first day of the first full pay period in the calendar year. The chart below indicates the 1981 leave year will begin Pay Period 3, January 10, 1981, and will extend for one year, or 26 full pay periods, ending January 8, 1982, Pay Period 1, 1982.

Pay Period	Pay Period Inclusive Dates		1981 Pay Date	Holidays
	Week One	Week Two		
1*	12-13 to 12-19	12-20 to 12-26	01-02	12-25
2	12-27 to 01-02	01-03 to 01-09	01-16	01-01
3*	01-10 to 01-16	01-17 to 01-23	01-30	
4	01-24 to 01-30	01-31 to 02-06	02-13	
5*	02-07 to 02-13	02-14 to 02-20	02-27	02-16
6	02-21 to 02-27	02-28 to 03-06	03-13	
7*	03-07 to 03-13	03-14 to 03-20	03-27	
8	03-21 to 03-27	03-28 to 04-03	04-10	
9*	04-04 to 04-10	04-11 to 04-17	04-24	
10	04-18 to 04-24	04-25 to 05-01	05-08	
11*	05-02 to 05-08	05-09 to 05-15	05-22	
12	05-16 to 05-22	05-23 to 05-29	06-05	05-25
13	05-30 to 06-05	06-06 to 06-12	06-19	
14*	06-13 to 06-19	06-20 to 06-26	07-02	
15	06-27 to 07-03	07-04 to 07-10	07-17	07-03
16*	07-11 to 07-17	07-18 to 07-24	07-31	
17	07-25 to 07-31	08-01 to 08-07	08-14	
18*	08-08 to 08-14	08-15 to 08-21	08-28	
19	08-22 to 08-28	08-29 to 09-04	09-11	
20*	09-05 to 09-11	09-12 to 09-18	09-25	09-07
21	09-19 to 09-25	09-26 to 10-02	10-09	
22*	10-03 to 10-09	10-10 to 10-16	10-23	10-12
23	10-17 to 10-23	10-24 to 10-30	11-06	
24	10-31 to 11-06	11-07 to 11-13	11-20	11-11
25*	11-14 to 11-20	11-21 to 11-27	12-04	11-26
26	11-28 to 12-04	12-05 to 12-11	12-18	
27*	12-12 to 12-18	12-19 to 12-25	12-31	12-25
	1982 Pay Periods Begin			
01	12-26 to 01-01	01-02 to 01-08	01-15	01-01

Dues deductions for employees who have authorized same, are made the first full pay period of each month.—*Finance Dept., 11-13-80.*

DOMESTIC FIRST FLIGHT CACHETS

Official cachet and philatelic treatment for the first flight services described in A, B, C, and D, are authorized in 244.63, POSTAL OPERATIONS MANUAL.

To prepare and send covers for official philatelic treatment for these services, observe the following procedures:

1. Address all covers.
2. Applicable rate of postage per cover is 15 cents for the first ounce, 13 cents for each additional ounce up to 12 ounces.
3. Allow a clear space, 2½ by 2½ inches, on the lower portion of the envelope and to the left of the address, for the cachet.
4. Provide an additional clear space of 1½ inches to the left of the innermost stamp to permit a clear postmark.
5. Include in each envelope a uniform enclosure of the approximate thickness of a postal card to assure a good impression.
6. Enclose the prepared covers in another envelope and indicate segment desired by pencil notation in the upper right hand corners of the covers.
7. Mail the covers to reach the office applying the cachet no later than three days before the scheduled date of the flight.

A. Eastern Airlines

On December 11, 1980, Eastern will begin round trip service between Atlanta, GA, and Oklahoma City, OK.

Endorse the lower left corner of the outer envelope containing the covers with the words *First Flight Covers* for easy identification, and address as follows:

Cachets to be applied by	*Send covers to*
Atlanta City Post Office	Postmaster Atlanta Sectional Center 3900 Crown Road Atlanta, GA 30304
Atlanta Airport Mail Facility	Operations Manager Airport Mail Facility Hartsfield International Airport Atlanta, GA 30320
Oklahoma City Post Office	Postmaster Main Post Office Oklahoma City, OK 73125

B. Frontier Airlines

On December 15, 1980, Frontier will begin round trip service between Las Vegas, NV, and Santa Anna, CA.

Endorse the lower left corner of the outer envelope containing the covers with the words *First Flight Covers* for easy identification, and address as follows:

Cachets to be applied by	*Send covers to*
Las Vegas City Post Office	Postmaster Main Post Office Las Vegas, NV 89114
Santa Ana City Post Office	Postmaster Main Post Office Santa Ana, CA 92711

C. American Airlines

On December 17, 1980, American will begin round trip service between Los Angeles, CA, and Honolulu, HI.

Endorse the lower left corner of the outer envelope containing the covers with the words *First Flight Covers* for easy identification, and address as follows:

Cachets to be applied by	*Send covers to*
Los Angeles City Post Office	Postmaster Attention: Manager, Terminal Annex U.S. Postal Service Los Angeles, CA 90052
Worldway Postal Center	Operations Manager Worldway Postal Center Los Angeles, CA 90009
Honolulu City Post Office	Postmaster Main Post Office Honolulu, HI 96820

D. United Airlines

On December 18, 1980, United will begin round trip service between Phoenix, AZ, and the following cities: Chicago, IL; Seattle, WA; Portland, OR; Hartford, CT, and Detroit, MI. Also, round trip service between Tucson, AZ, and the following cities: Chicago, IL, and New York NY (via LaGuardia).

Endorse the lower left corner of the outer envelope containing the covers with the words *First Flight Covers* for easy identification, and address as follows:

Cachets to be applied by	*Send covers to*
Phoenix City Post Office	Postmaster Main Post Office 1441 East Buckeye Road Phoenix, AZ 85026
Chicago City Post Office	Postmaster Main Post Office Chicago, IL 60607
O'Hare Airport Mail Facility	Operations Manager Airport Mail Facility O'Hare International Airport Chicago, IL 60666
Seattle City Post Office	Postmaster U.S. Post Office Seattle, WA 98109
Seattle Airport Mail Facility	Operations Manager Airport Mail Facility Seattle, WA 98158
Portland City Post Office	Postmaster Main Post Office Portland, OR 97208
Portland Airport Mail Facility	Operations Manager Airport Mail Facility 8120 N. E. Airport Way Portland, OR 92718
Hartford City Post Office	Postmaster Main Post Office Hartford, CT 06101
Hartford Airport Mail Facility	Operations Manager Airport Mail Facility Bradley Field Hartford CT 06101
Detroit City Post Office	Manager, Retail and Sales 1401 West Fort U.S. Post Office Detroit, MI 48233
Detroit Airport Mail Facility	Operations Manager Airport Mail Facility Metropolitan Airport Detroit, MI 48242
Tucson City Post Office	Postmaster U.S. Post Office Tucson, AZ 85726
New York City Post Office	Postmaster General Post Office New York, NY 10001
United Nations Post Office	Superintendent United Nations Post Office Room 1B–26 United Nations Headquarters New York, NY 10017

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Cachets to be applied by	*Send covers to*
LaGuardia Airport Mail Facility	Operations Manager AMF LaGuardia Flushing, NY 11371

Covers sent through the United Nations Post Office must bear U.N. (not United States) postage.

Covers bearing previous postmarks and those not properly prepared according to these instructions will not receive cachets or cancellations.

There will be a limit of 50 covers per customer per flight.—*Customer Services Dept., 11-13-80.*

Merchandise Return

Instances have been reported of window and delivery service personnel refusing to accept Merchandise Return Service mailings. Merchandise Return became effective on May 21, 1980. Operating instructions were printed in POSTAL BULLETINS 21242 (4-24-80) and 21245 (5-15-80).

Postmasters and station managers should be sure that personnel are aware of the service and procedures for acceptance.—*Customer Services Dept., 11-13-80.*

LET'S REDUCE COSTS.

DOUBLE CHECK

ITEM NUMBERS

AND QUANTITIES

ON ALL

ACCOUNTABLE

PAPER REQUISITIONS.

INTERNATIONAL FIRST FLIGHT CACHET

Eastern Airlines will begin the following inaugural flights on December 11, 1980, from New York, NY, to Santo Domingo, D.R.; and from Miami, FL, to Merida, Cancun, and Cozumel, Mexico.

Official cachet and philatelic treatment are authorized as outlined in POSTAL OPERATIONS MANUAL 244.63.

To prepare and send covers for official philatelic treatment for this service, observe the following procedures:

1. All covers must be addressed.

2. Applicable rate of postage per cover to Santo Domingo is 31 cents per half ounce. The applicable rate of postage per cover to Mexico is 15 cents for the first ounce; 13 cents for each additional ounce up to 12 ounces.

3. A clear space, 2½ by 2½ inches, on the lower portion of the envelope and to the left of the address, must be allowed for the cachet.

4. An additional clear space of 1½ inches must be provided to the left of the inner most stamp to permit a clear postmark.

5. Include in each envelope a uniform enclosure of the approximate thickness of a postal card to assure a good impression.

6. Enclose the prepared covers in another envelope, indicate segment desired by pencil notation in the upper right hand corners of the covers, and address as follows:

Cachets to be applied by	*Send Covers to*
New York City Post Office	Postmaster General Post Office New York, NY 10001
United Nations Post Office	Superintendent United Nations Post Office Room 1B-26 United Nations Headquarters New York, NY 10017
Kennedy International Airport Mail Facility	Philatelic Mail Clerk Airport Mail Facility Kennedy International Airport Jamaica, NY 11430

Covers sent through the United Nations Post Office must bear U.N. (not United States) postage.

Cachets to be applied by	*Send Covers to*
Miami City Post Office	Postmaster General Mail Facility 2200 NW 72 Avenue Miami, FL 33152
Miami Airport Mail Facility	Operations Manager Airport Mail Facility U.S. Postal Service Miami, FL 33159

7. Endorse the lower left corner of the outer envelope containing the covers with the words *First Flight Covers* for easy identification.

8. The covers should be mailed to reach the office applying the cachet no later than three days prior to the scheduled date of the flight.

9. Aerogrammes and postal cards will not be accepted.

Covers bearing previous postmarks and those not properly prepared in accordance with these instructions will not receive cachets or cancellations.

There will be a limit of 50 covers per customer per flight.—*Customer Services Dept., 11-13-80.*

Domestic Orders

False Representation. Enforced by postmasters at cities listed.

State/City	*Names Covered*
CA, Watsonville 95076	National Envelope Co. P.O. Box 1160
CA, Freedom 95019	World Wide Mailers or World Mailers 2024 Freedom Blvd.
CA, Freedom 95019	National Envelope Company 2024 Freedom Blvd.
CA, Watsonville 95076	Financial Freedom 588 Green Valley Road
CA, Freedom 95019	Financial Freedom 2024 Freedom Blvd.
CA, Aptos 95003	Cooperative Book Company 9063 A Soquel Drive
CA, Freedom 95019	Cooperative Book Company 588 Green Valley Road

—*Judicial Officer, 11-13-80.*

ALIEN ADDRESS REPORT

In January aliens residing in the United States are required to report their current addresses to the Commissioner of the Immigration & Naturalization Service (INS). From January 1 through January 31, 1981, selected post offices in the United States, Guam, Puerto Rico, and the U.S. Virgin Islands will participate in the annual Alien Address Report Program.

Because of budgetary limitations, INS has eliminated several thousand postal facilities from its distribution list and reduced the quantity of Alien Address Report Cards to be sent to the remaining facilities. Only postal facilities in cities with a significant number of aliens reporting in 1980 will receive cards for 1981. Facilities which do not receive the cards will not participate in the 1981 program and should refer their customers to the nearest INS field office. A complete list of the INS offices will appear in the POSTAL BULLETIN during December 1980.

INS will ship the bulk of the 1981 cards in mid-December. MSCs will receive limited backup supplies for use by participating offices which run short of materials. A limited number of additional cards will be available from the INS field offices.

INS will not be printing or distributing posters concerning the 1981 Alien Address Report Program.—*Delivery Services Dept., 11-13-80.*

1980 Gold Medallion Program

The Bureau of the Mint has announced that effective November 18, 1980, customers may order up to 25 gold medallions of each size. The previous limit was 3 medallions. The Mint has mailed notices and self-adhesive stickers for the promotional counter card to all postal facilities.

Customers ordering more than 3 medallions should write the number being ordered on the order form; they need *not* darken one of the blocks on the mailer.

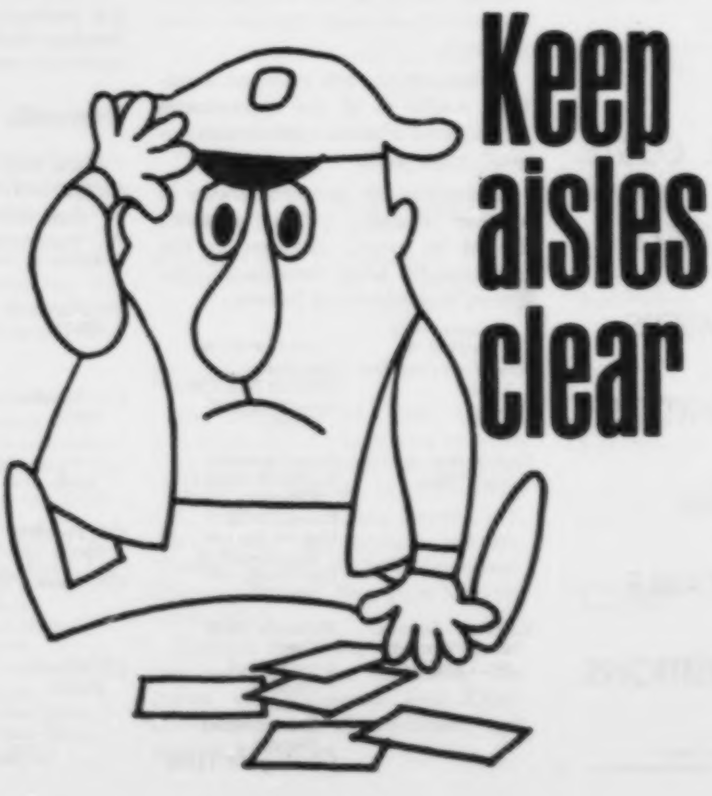
Display of the promotional materials and acceptance of orders will continue through December 31, 1980. Additional supplies are available from management sectional centers. MSC's which run short should contact the Regional Retail Branch.—*Delivery Services Dept., 11-13-80.*

Special Cancellations

Postmasters having any of the special cancellation die hubs listed below are authorized to use them for the periods designated. At the end of the period, the die hubs should be withdrawn from use and stored. Postmasters who do not have these special die hubs shall not request them without application by the sponsors.

Cancellations	*Period of Use*
Alien Registration ________	Dec. 26, 1980 to Jan. 31, 1981
Cerebral Palsy___	Jan. 1 to Jan. 31, 1981
March of Dimes_	Jan. 1 to Jan. 31, 1981
Nat'l Children's Dental Health _____	Jan. 1 to Feb. 15, 1981
Science Fair_____	Jan. 1 to Jan. 31, 1981

—*Rate & Classification Dept., 11-13-80.*



VACANT REGULAR RURAL ROUTES LISTING NO. 80–49

The vacant rural routes listed below will be posted for bid in accordance with the USPS–NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this POSTAL BULLETIN. Those rural carriers having special bidding rights as defined in the USPS–NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
CENTRAL REGION					
Illinois	Galesburg	[illegible]	[illegible]	30:14 ([illegible])	[illegible]
	Greenville	[illegible]	[illegible]	[illegible]	71.80
Indiana	Liberty	[illegible]	[illegible]	[illegible]	[illegible]
	Williamsport	[illegible]	[illegible]	[illegible]	[illegible]
Iowa	Carlisle	[illegible]	[illegible]	[illegible]	[illegible]
	Gilmore City	[illegible]	[illegible]	[illegible]	[illegible]
Kentucky	Winchester	[illegible]	[illegible]	[illegible]	[illegible]
	Alexandria	[illegible]	02	51:26 ([illegible])	38.35
	Covington	41011	01	[illegible]	[illegible]
Minnesota	Cannon Falls	[illegible]	04	[illegible]	[illegible]
	Hinckley	[illegible]	02	42:15 ([illegible])	95.60
	[illegible]	[illegible]	01	42:57 ([illegible])	[illegible]
	[illegible]	[illegible]	02	36:20 ([illegible])	77.55
	do	[illegible]	04	[illegible]	[illegible]
	St. James	[illegible]	05	41:37 ([illegible])	[illegible]
	Aitkin	[illegible]	[illegible]	47:11 ([illegible])	[illegible]
	Eagle Bend	[illegible]	[illegible]	[illegible]	[illegible]
Missouri	Nixa	65714	[illegible]	[illegible] (44K)	64.80
Nebraska	Hooper	[illegible]	[illegible]	[illegible]	[illegible]
	Arnold	[illegible]	[illegible]	[illegible]	116.40
Ohio	Clinton	[illegible]	[illegible]	41:36 (43H)	[illegible]
	Minford	[illegible]	[illegible]	[illegible] (46H)	45.95
	Piketon	[illegible]	01	43:57 (44H)	68.10
	Alliance	[illegible]	[illegible]	[illegible]	34.55
South Dakota	Brookings	57006	[illegible]	[illegible]	38.75
Wisconsin	Union Grove	[illegible]	[illegible]	44:21 (41J)	32.30
	Racine	[illegible]	01	38:13 (47K)	32.70
	Elroy	[illegible]	01	46:54 (46H)	114.55
	Markesan	[illegible]	[illegible]	52:04 (43K)	72.25
	Two Rivers	54241	01	40:52 (46J)	85.90
	Green Bay	[illegible]	04	[illegible] (45J)	61.45
EASTERN REGION					
Maryland	Aberdeen	21001	[illegible]	40:34 (44H)	28.75
	Chestertown	[illegible]	02	44:56 (41J)	60.50
	Frederick	21701	04	38:35 (45K)	40.65
	Hagerstown	21740	05	40:35 (46J)	42.30
Pennsylvania	Butler	16001	02	[illegible] (46J)	38.60
	Cochranton	16314	02	51:00 (45K)	65.75
	Conneaut Lake	16316	03	52:30 (44K)	56.50
	Greencastle	17225	03	56:43 (47K)	63.40
	New Holland	17557	02	46:09 (46H)	34.55
	Malvern	19355	01	40:07 (45J)	42.80
	do	19355	03	30:34 (46J)	39.25
Virginia	Harrisonburg	22801	03	47:27 (42J)	31.80
SOUTHERN REGION					
Alabama	Dothan	36301	04	48:22 (45J)	68.55
Arkansas	Strong	71765	03	39:30 (40S)	97.71
	Malvern	72104	07	39:10 (38S)	32.60
	do	72104	08	38:40 (39S)	51.70
	Vilonia	72173	02	47:45 (40K)	101.20
	Little Rock	[illegible]	05	54:31 (46K)	54.85
	Havana	72842	01	39:11 (36S)	86.90
Florida	Quincy	32351	04	48:42 (41K)	87.70
	Leesburg	32748	13	32:13 (32S)	27.85
	Port Richey	33568	01	38:45 (39H)	18.45
Georgia	Smyrna	30080	03	35:58 (36H)	15.60
	Atlanta	30304	05	54:26 (45K)	43.40
	Swainsboro	30401	06	44:10 (44H)	60.15
	Macon	31213	13	46:00 (42K)	46.55
	Thomasville	31792	08	54:57 (46K)	83.80
Mississippi	Jayess	39641	02	41:38 (42S)	93.00
North Carolina	Middlesex	27557	01	50:51 (42K)	84.25
	Walstonburg	27888	02	45:50 (46H)	82.85
Oklahoma	McAlester	74501	01	40:35 (41S)	93.30
	Wewoka	74884	02	45:08 (41J)	113.35
South Carolina	Lugoff	29078	03	42:17 (42H)	41.75
	Pomaria	29126	01	40:30 (41S)	76.60
	Charleston	29401	03	37:57 (38H)	25.85
	Summerville	29483	01	42:04 (42H)	30.00
	North Augusta	29841	05	50:29 (42K)	45.60
Tennessee	Signal Mountain	37377	03	37:06 (37S)	53.70
	Knoxville	37901	41	40:16 (40H)	17.55
	Texarkana	75501	02	39:22 (39S)	54.30
Texas	Waco	76701	02	55:39 (46K)	91.45
	Houston	77201	07	49:34 (45J)	48.50
	Humble	77338	10	48:17 (40K)	25.00
	El Campo	77437	02	42:29 (42S)	103.30
	Baytown	77520	02	47:15 (43J)	54.95
	Crosby	77532	03	48:52 (45K)	60.60
	Harlingen	78550	05	54:24 (45K)	33.70
	Wheeler	79096	01	37:53 (38S)	96.90
Alabama	Clanton	35045	02	47:56 (40K)	77.30
	Quinton	35130	01	40:26 (41K)	101.65
	Phil Campbell	35581	01	47:22 (43J)	91.55
	Greenville	36037	03	48:14 (44J)	119.00
	Verbena	36091	02	52:42 (44K)	95.00
	Wetumpka	36092	06	51:30 (43K)	49.00
	Maplesville	36750	02	45:29 (45H)	100.00
	Pine Apple	36768	01	35:27 (35S)	112.00
Arkansas	Watson	71674	01	34:31 (35S)	89.80
	Sheridan	72150	01	46:13 (42J)	75.90
	Harrisburg	72432	03	44:05 (44H)	97.70
	Walnut Ridge	72476	03	41:13 (41S)	100.10
Georgia	Commerce	30529	02	41:49 (42H)	55.15
	Augusta	30901	08	45:42 (42J)	23.10
North Carolina	Silver City	27344	04	47:02 (43J)	88.20
	Oxford	27565	05	49:42 (46J)	100.50
	Huntersville	28078	03	45:37 (42J)	44.00
	Salisbury	28144	04	46:42 (43J)	55.00
	Charlotte	28228	16	54:55 (46K)	57.00
	Winterville	28590	01	46:12 (46H)	65.10
	Lenoir	28645	01	55:21 (46K)	79.00
Oklahoma	Maud	74854	01	33:23 (33S)	80.60
Tennessee	Sparta	38583	10	43:00 (43H)	60.15
Texas	Henderson	75652	02	41:30 (42S)	87.75

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*The "Route Classification and Evaluation" published in this POSTAL BULLETIN may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

—Labor Relations Dept., 11–13–80.

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ALL EMPLOYEES ELIGIBLE FOR RETIREMENT

This is not an inducement to retire; however, all employees eligible for retirement should be aware of possible congressional action which could have a significant effect on the computation of annuities. Briefly, proposed legislation is awaiting final action which, if signed into law by the President, would (1) repeal the look-back provision of the Civil Service Retirement Law and (2) prorate the initial cost of living adjustment (COLA) increase for retirees.

Proposed Revision of Look-Back Provision—Under present retirement law, when an employee retires, he or she gets the benefit of the previous semiannual cost of living annuity for retirees. That means that an employee who retires today will benefit from the 7.7% cost of living adjustment which was effective on September 1, 1980. Under the proposed legislation, a retiree would no longer be able to "look back" and obtain the benefits of this previous cost of living annuity. Instead, employees will only receive future cost of living annuities, the first of which will be prorated as described below.

Proposed proration of Cost of Living Annuities—Under the proposal to prorate the initial COLA for retirees, the retired employee will receive 1/6 of the applicable cost of living increase for each month on the annuity rolls prior to the effective date of the cost of living increase. For example, the next cost of living increase for retirees is currently scheduled to become effective on March 1, 1981. Under the proposed proration, an employee who retires December 1, will receive one-half of the announced increase (one-sixth for each of the three months prior to March 1).

Obviously, it is not possible to predict the final Congressional action on this legislation. However, it is expected to be given top priority, and a Presidential signature could occur within the next month. Under the circumstances, employees contemplating retirement may wish to seek advice of their personnel office and determine what their retirement annuity would be under present law and what it might be under the proposed legislation.

Under no circumstances should this notice be interpreted as a suggestion that eligible employees should retire immediately. Retirement is a personal decision, and the information in this notice is merely intended to keep our employees informed of matters that could affect their retirement.

In an effort to keep employees fully informed of the status of the proposed law, a TWX will be sent to all management sectional centers if and when the bill is approved and forwarded for Presidential signature. All employees considering retirement should keep in close contact with their MSC Director, Employee and Labor Relations.

Installation heads should post this notice on bulletin boards which are in central location accessible to all employees.—*Employee Relations Dept., 11-13-80.*

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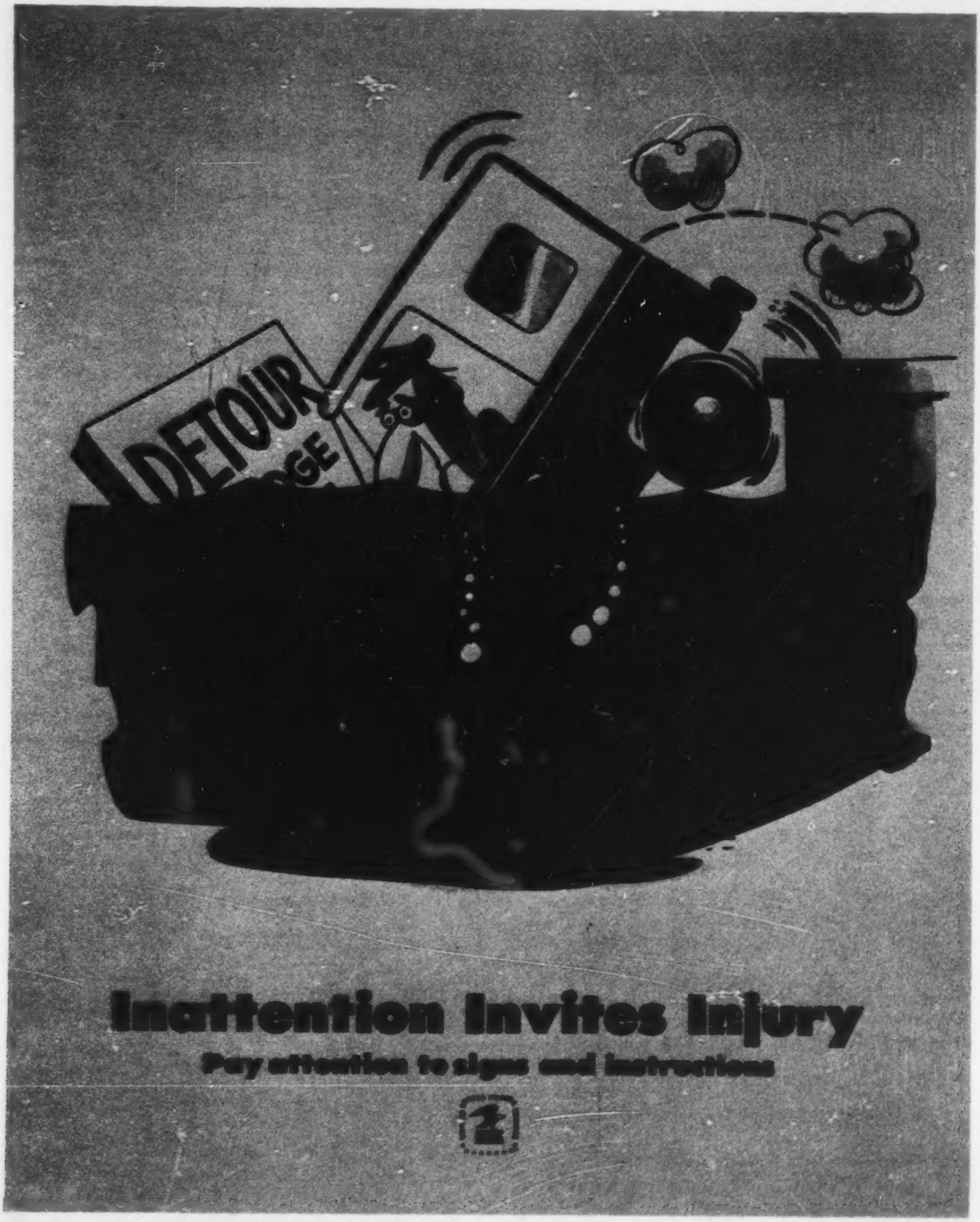
DETOUR
GE
Inattention Invites Injury
Pay attention to signs and instructions

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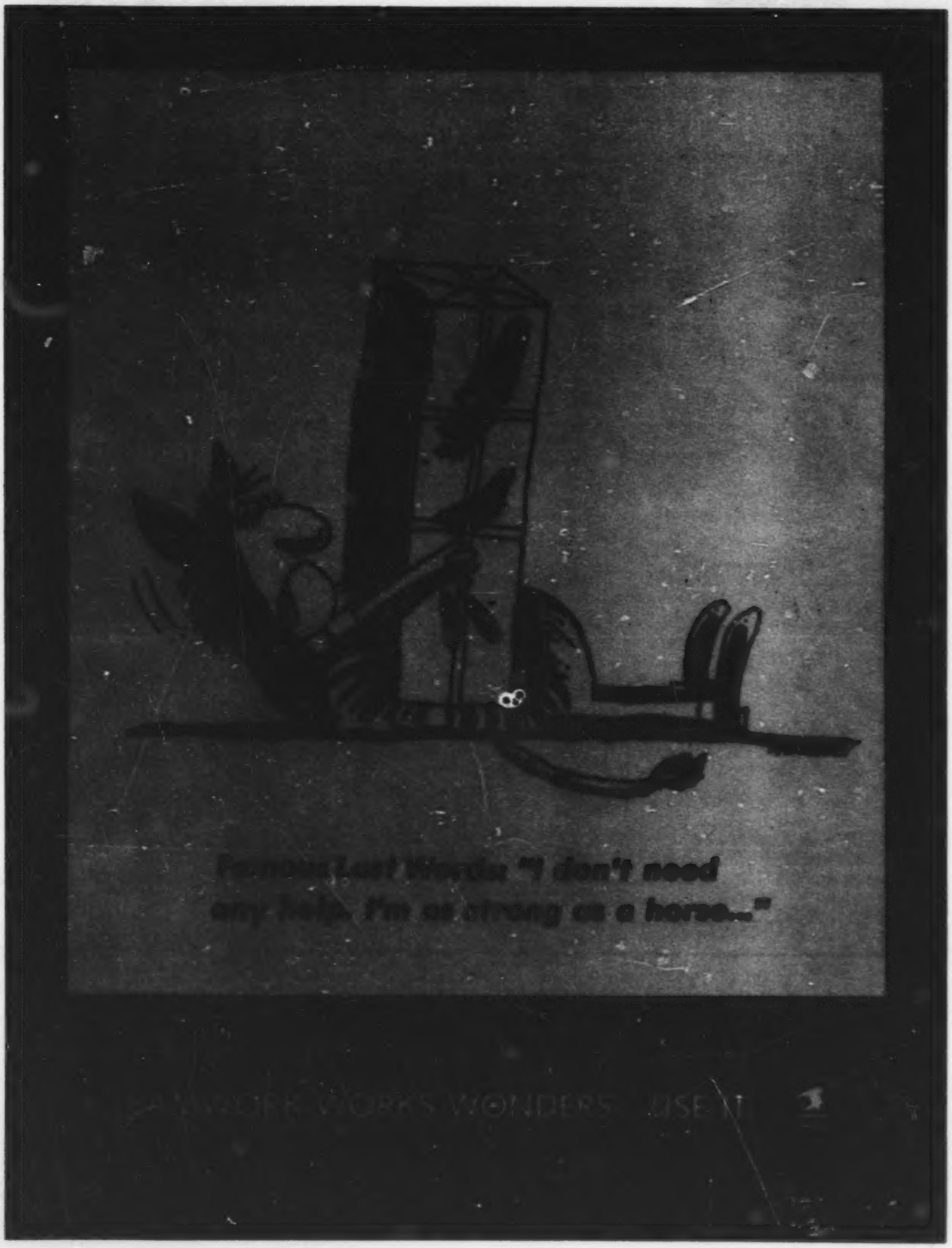
Famous Last Words: "I don't need any help. I'm as strong as a horse..."
TEAMWORK WORKS WONDERS. USE IT.

UNITED STATES POSTAL SERVICE
WASHINGTON, D.C. 20260
OFFICIAL BUSINESS

PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE, $300

U.S.MAIL

FIRST CLASS

Schedule. The Postal Bulletin is published every Thursday by the Directives and Forms Division of the U.S. Postal Service, Washington, DC 20260.

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  U.S. Government Printing Office
  Washington, DC 20402
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    Subscription: $50.00, $62.50 for foreign mailing

Postal facilities:
  For one time orders, send Form 7380 to the Eastern Area Supply Center.
  To change quantity received, send Form 1286 to the Directives and Forms Division, giving justification.

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postal bulletin

PB 21272—November 20, 1980—12 Pages

1981 STAMPS AND STATIONERY

The Postal Service has announced the subjects for the 1981 commemorative stamp and stationery program. The listing below provides information for Postal Service personnel to use in responding to inquiries.

Stamps

Everett M. Dirksen—A single stamp to be issued January 4 at Pekin, Illinois.

Whitney Moore Young—A single stamp to be issued January 30 in New York City.

American Red Cross—A single stamp to be issued in Washington, D.C., on a date in April to be announced later.

Space Achievement—A block of eight stamps to be issued at Kennedy Space Center, Cape Canaveral, Florida, on a date in April to be announced later.

Savings and Loan Associations—A single stamp to be issued May 8 in Chicago.

Architecture—A block of four stamps in the American Architecture Series to be issued in June on a date to be announced later.

Professional Management—A single stamp to be issued June 18 at Philadelphia.

Edna St. Vincent Millay—A single stamp to be issued July 10 at Austerlitz, New York.

Preservation of Wildlife Habitats—A block of four stamps to be issued at Reno, Nevada, on a date to be announced. The stamps will urge preservation of wildlife habitats in the nation's wetlands, grasslands, woodlands and mountains.

Bobby Jones and Babe Zaharias—Two single stamps on separate panes to be issued together on September 10 at Pinehurst, North Carolina.

Christmas—Two single stamps to be issued October 9 at places to be announced later.

Battle of Yorktown/Battle of Virginia Capes—A pair of stamps to be issued October 16 at Yorktown, Virginia.

Cacti—A block of four stamps to be issued in October on a date to be announced later. The stamps will depict the barrel cactus, beavertail cactus, agave and saguaro cactus.

International Year of the Disabled Persons—A single stamp to be issued in Washington, DC, on a date to be announced.

Stationery

Battle of Cowpens—An American Revolution Series postal card will be issued at Cowpens, South Carolina, on January 17 commemorating the 200th anniversary of the battle.

Blinded Veterans Association—An embossed stamped envelope will be issued August 18 in Washington, DC.

Old Washington, DC, Post Office—A Historical Preservation Series postal card will be issued in Washington, DC, on an August date to be announced later.

Battle of Eutaw Springs—An American Revolution Series postal card will be issued at Eutaw Springs, South Carolina, on September 8 commemorating the 200th anniversary of the battle.

Lewis and Clark Expedition—A postal card will be issued at St. Louis on September 23 to commemorate the 175th anniversary of the expedition's successful completion.—*Customer Services Dept., 11-20-80.*

Workroom Posters

All postal facilities with four or more employees will receive a kit containing four workroom posters to be mailed in December. These posters are for display at conspicuous locations in post office areas used only by employees. The kit will include one on revenue protection, Poster 57, *Verify All Bulk Mailings for Classification, Postage and Presort.* This poster should be prominently displayed in the workroom at all bulk mail acceptance and weigh units.

Poster 60, *Treat this Mailgram as First-Class Mail,* should be posted in mail distribution areas and letter carrier workroom areas.

Poster 171, *Put the finger on misdeliveries,* and Poster 172, *Miscased mail leads to misdelivery,* remind all employees of the need for accurate delivery of mail to street addresses, as well as post office lockboxes. These posters emphasize accurate casing and fingering of mail as a part of the program to reduce misdeliveries. In cases where it is felt that the effectiveness of the posters can be enhanced, the poster on fingering mail may be placed *inside* relay or storage boxes.

Supply centers will not stock these items as there will be an automatic issuance.—*Public & Employee Communications Dept., 11-20-80.*

POM Correction

The POSTAL OPERATIONS MANUAL contains a misprint in Section 442.33 to identify scheduled mailings. Section 442.33 should read: "Mailers should use TAG 13, Scheduled Mail, to indicate desired delivery date for third-class mail at delivery office".

Please make this correction to your copy.—*Mail Processing Dept., 11-20-80.*

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P1.3:

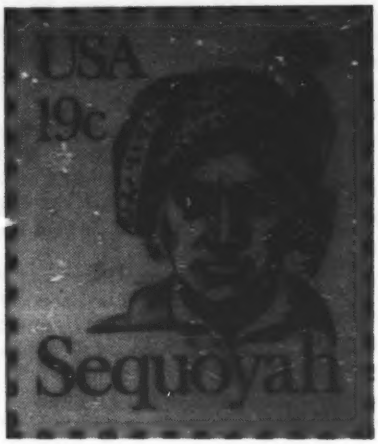
INTERNATIONAL POSTAGE STAMPS AND POSTAL STATIONERY

The information contained below pertains to the availability of stamps and postal stationery to be used in connection with proposed international postage rates, which will become effective January 1, 1981. **Shipment of these items will be made as fast as production and distribution facilities permit.**

19-Cent Regular Stamp

Description. The 19-cent Sequoyah regular stamp will be issued on December 27, 1980, at Tahlequah, OK 74464. This stamp honors the Cherokee Indian who brought literacy to his people by devising a written alphabet for the tribe.

Do Not Sell Before December 29, 1980



Copyright U.S. Postal Service 1980

Size: 0.75 x 0.87 inches.
Color: Brown.
Issued in panes of 100.
Marginal Markings: One plate number, © United States Postal Service 1980, Use Correct ZIP Code, and Mr. Zip ®.
Designer: Roy Andersen.

Collectors. First-day cover cancellations may be obtained by one of the following methods:

a. *Customers Affixing Stamps.* Customers are encouraged to purchase stamps at local post offices and affix them to envelopes. All envelopes must be addressed. Peelable address labels are recommended and a filler card of postal card thickness should be inserted in each cover. Orders must be postmarked by January 12, 1981, and should be addressed to: First Day Cancellations, Postmaster, Washington, DC 20013. No remittance is required.

b. *Postal Service Affixing Stamps.* Request first-day cancellations from: Sequoyah Stamp, Postmaster, Tahlequah, OK 74464 (see POM 244.53). Requests must be postmarked not later than January 12, 1981. Remittance is required for the face value of each stamp.

Selected United States mint stamps will be available at the Philatelic Sales Division, Washington, DC 20265, beginning December 29, 1980.

Supply. An automatic distribution will be made to post offices with philatelic centers.

Bulk Quantities. Post offices with 950 or more revenue units requiring more than 7,000 stamps should immediately order from the Bureau of Engraving and Printing, on Form 3356, *Stamp Requisition—Bulk Quantities,* in the following manner: 10,000; 20,000; 30,000; 40,000; 50,000; 100,000; 150,000; 200,000; 250,000 and multiples of 250,000 to a maximum of 2,500,000, using item number **019.**

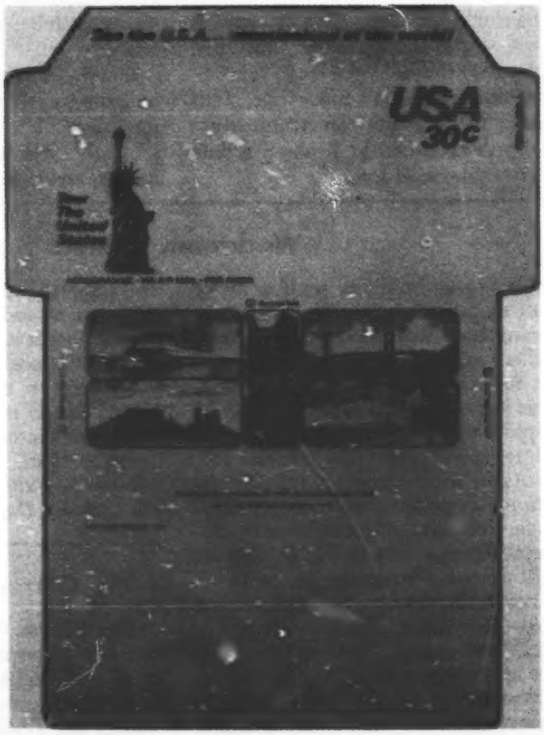
Less-than-Bulk-Quantities. Post offices with over 950 revenue units and all other post offices requiring 7,000 stamps or less may submit a separate requisition (Form 17, *Stamp Requisition*) to their designated stamp distribution office. Requisitions should be submitted immediately.

* * * * *

30-Cent Aerogramme

Description. The 30-cent aerogramme will be first placed on sale at San Francisco, CA 94101 on December 29, 1980. Travel and tourism is the design theme for the new aerogramme.

Do Not Sell Before December 30, 1980



Copyright U.S. Postal Service 1980

Size: 3$\frac{5}{16}$ x 7½ inches folded.
Color: Brown.
Marginal markings: © United States Postal Service 1980.
Designer: Frank Waslick.

Collector. Address orders for first-day cancellations to Aerogramme, Postmaster, San Francisco, CA 94101. The cost is 30 cents per aerogramme, and orders must be postmarked by December 29, 1980. To eliminate the requirement for Postal Service personnel to apply return addresses, customers are requested to send either self-addressed envelopes of an appropriate size or return address labels with their orders. Aerogrammes will be available at the Philatelic Sales Division, Washington, DC 20265 beginning December 30, 1980.

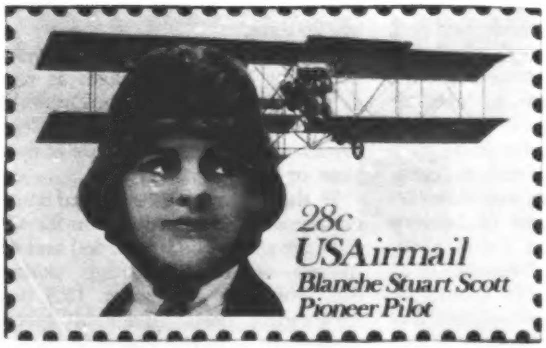
Supply. There will be an automatic distribution of 500 aerogrammes to post offices with philatelic centers. Post offices with over 950 revenue units requiring this aerogramme in lots of 500/1,000/2,000/5,000 and multiples of 5,000 to maximum of 1,000,000 should immediately submit Form 3356, *Stamp Requisition—Bulk Quantities,* using *item No. 231,* to the Bureau of Engraving and Printing. Post offices with over 950 revenue units and all other post offices requiring 300 aerogrammes or less may order this aerogramme from their designated stamp distribution center using a separate Form 17, *Stamp Requisition.*

* * * * *

28-Cent and 35-Cent Airmail Stamps

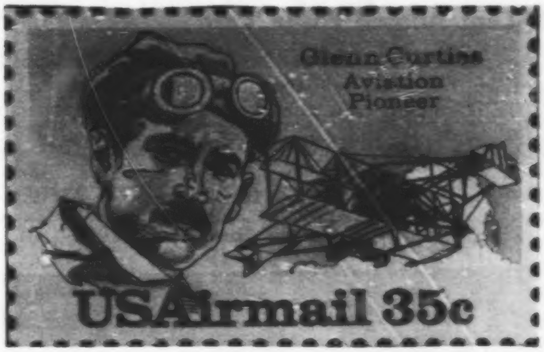
Description. The 28-cent Blanche Stuart Scott and 35-cent Glenn Curtiss International Airmail stamps will be issued at Hammondsport, NY 14840 on December 30, 1980. Two single stamps on separate panes to be issued simultaneously. Miss Scott was one of the first women to pilot an airplane. Curtiss was an early aircraft designer and manufacturer.

Do Not Sell Before December 31, 1980



Copyright U.S. Postal Service 1980

Size: 0.84 x 1.44 inches.
Colors: Yellow, red, gray, blue, brown, and black.
Issued in panes of 50.
Marginal Markings: Six plate numbers, © United States Postal Service 1980, Use Correct ZIP Code, and Mr. Zip ®.
Designer: Paul Calle.



Copyright U.S. Postal Service 1980

Size: 0.84 x 1.44 inches.
Colors: Yellow, cyan, red, black tone, black line, and dark blue.
Issued in panes of 50.
Marginal Markings: Six plate numbers, © United States Postal Service 1980, Use Correct ZIP Code, and Mr. Zip ®.
Designer: Ken Dallison.

Collectors. First-day cover cancellations may be obtained by one of the following methods:

a. *Customers Affixing Stamps.* Customers are encouraged to purchase stamps at local post offices and affix them to envelopes. All envelopes must be addressed. Peelable address labels are recommended and a filler card of postal card thickness should be inserted in each cover. Orders must be postmarked by January 14, 1981, and should be addressed to: First Day Cancellations, Postmaster, Hammondsport, NY 14840. No remittance is required.

b. *Postal Service Affixing Stamps.* Request first-day cancellations from: Blanche Stuart Scott Stamp/Glenn Curtiss Stamp, Postmaster, Hammondsport, NY 14840 (see POM 244.53). Requests must be postmarked not later than January 14, 1981. Remittance is required for the face value of each stamp.

Selected United States mint stamps will be available at the Philatelic Sales Division, Washington, DC 20265, beginning December 31, 1980.

Supply. An automatic distribution will be made to post offices with philatelic centers.

Bulk Quantities. Post offices with 950 or more revenue units requiring more than 3,000 stamps of both issues should *immediately* order from the Bureau of Engraving and Printing, on Form 3356, *Stamp Requisition—Bulk Quantities,* in the following manner: 5,000; 10,000; 15,000; 20,000; 25,000; 50,000; 75,000; 100,000; 125,000 and multiples of 125,000 to a maximum of 1,000,000. Use *item No. 178* for the *28-cent Blanche Stuart Scott* and *item No. 183* for the *35-cent Glenn Curtiss.*

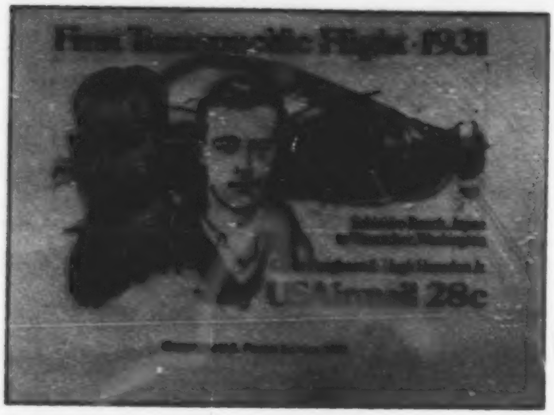
Less-than-Bulk-Quantities. Post offices with over 950 revenue units and all other post offices requiring 3,000 stamps or less may submit a separate requisition (Form 17, Stamp Requisition) listing both items to their designated stamp distribution office. Requisitions should be submitted immediately.

* * * * *

28-Cent Airmail Postal Card

Description. The 28-cent International Airmail postal card will be issued January 2, 1981 at Wenatchee, WA 98801. This card calls attention to the first transpacific flight made in 1931 by Clyde Pangborn and Hugh Herndon from Sabishiro Beach, Japan, to Wenachee, WA.

Do Not Sell Before January 3, 1981



Copyright U.S. Postal Service 1980

Colors: Red, yellow, cyan and black (processed colors).
Size: 3½ x 5½.
Designer: Ken Dallison.

Collectors. Request first day cancellations from: First Transpacific Flight Card, Postmaster, Wenatchee, WA 98801. To eliminate the requirement for Postal Service personnel to apply return addresses, customers are requested to send self-addressed envelopes of an appropriate size or return address labels with their orders. Requests must be postmarked no later than January 2, 1981. Remittance is required for the face value of each card.

This card will be available at the Philatelic Sales Division, Washington, DC 20265, beginning January 3, 1981.

Supply. An automatic distribution will be made only to post offices with philatelic centers. All post offices requiring this card in quantities of 500, 1,000, 2,000, 5,000 and multiples of 5,000 to maximum of 50,000 should *immediately* submit a Form 3216, Requisition for Postal Cards—Bulk Quantities, to the Government Printing Office, Washington, DC 20401, using *item No. 228.* Requisitions for quantities of less than 500 may only be submitted to stamp distribution offices.—*Customer Services Dept., 11–20–80.*

1980 IRS TAX PACKAGES

Mailings of 1980 Internal Revenue Service tax packages began on November 17, 1980, at Green Bay, WI; Mt. Morris, IL; Milwaukee, WI; Cambridge, MD; Neena, WI; Racine, WI; Pougkeepsie, NY.; and St. Paul, MN. The mailings will be at the "all other" third-class bulk rate and bear a permit imprint with the Internal Revenue Service permit number G48. These mailings will be accepted from the IRS contractors/mailers who must furnish the local postmaster with a completed Form 3602, *Statement of Mailing with Permit Imprint,* prior to acceptance of the mailing. The weight of a single piece must be verified at the time of acceptance of the mail; however, it is not necessary to verify quantities at the post office. Verification of total volumes will be done using records maintained at IRS Headquarters, Washington, DC.

Approximately 30 percent of the total mailing will be endorsed "Carrier Route Presort" on the address label, however, the pieces will not necessarily be in carrier route sequence and none will receive the carrier route presort discount.

Mailings will be palletized to five-digit or unique three-digit ZIP Code offices wherever possible. Avoid, if possible, the use of railroad trailers as storage facilities at destination post offices.

Pallets of IRS cartons received at a bulk mail center addressed to a five- or unique three-digit ZIP Code office are to be dispatched intact to destination. Pallets addressed to BMCs are to be worked as nonmachinable outsides. Tax packages should be delivered to post offices as addressed and kept at those points until scheduled release dates. Empty pallets should be returned according to existing instructions.

Particular attention should be paid to improper make-up and to erroneous ZIP Codes. Also, any other irregularities noted at time of delivery should be reported on Form 3749, *Irregularities in the Preparation of Mail Matter.* Form 3749 should be sent to Government Revenue and Examination Branch, Room 8446, USPS, Washington, DC 20260, to be certain that any additional revenue due is collected. Do not report failure to properly make-up pieces to carrier route.

Delivery should be completed as soon as possible for the class of service requested. **Under no circumstances** should postmasters, supervisors, or postal employees deliver or permit delivery of any tax package prior to December 26, 1980, with the exception of those packages which bear the bold blue endorsement: *Postmaster deliver immediately.* This endorsement will appear above the address label, and means that this mail will be delivered as third-class mail without regard to the December 26 date.

The Postal Service is committed to delivering the tax packages as early as possible, subject to the December 26 limitation above, however, delivery should be without the use of overtime or auxiliary assistance.

If the addressee has moved and a change of address order is on file, the package should be forwarded and delivered without collecting postage due from the addressees. IRS pays forwarding costs under a special agreement with the Postal Service. If this forwarding address is to a foreign country, or is otherwise undeliverable, the package is to be destroyed. Do not return undeliverable copies to IRS. Under no circumstances should undeliverable copies of *any* tax package be left in a post office lobby.—*Customer Services Dept., 11–20–80.*

VACANT REGULAR RURAL ROUTES LISTING NO. 80–50

The vacant rural routes listed below will be posted for bid in accordance with the USPS–NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this POSTAL BULLETIN. Those rural carriers having special bidding rights as defined in the USPS–NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
CENTRAL REGION					
Illinois	Greenfield	62044	01	30:24 (30S)	100.00
	Pulaski	62876	01	29:36 (30S)	55.85
Indiana	Huntington	46750	07	43:22 (43H)	60.70
	Connersville	47331	08	40:28 (40H)	15.65
Iowa	Tracy	50256	01	35:54 (36S)	78.95
	Rockwell City	50579	02	41:12 (41H)	105.40
	Sac City	50583	02	40:02 (40H)	78.50
	Independence	50644	02	51:28 (43K)	75.20
	Laporte City	50651	01	44:06 (44H)	98.15
	Holstein	51025	02	46:23 (46H)	80.71
Kansas	Topeka	66603	07	41:57 (42H)	78.40
	Hamilton	66853	01	29:19 (29S)	101.85
	Burrton	67020	02	33:42 (34S)	90.95
	Cambridge	67023	01	33:42 (34S)	108.30
	Severy	67137	01	31:14 (31S)	95.15
	Wichita	67276	05	53:13 (44K)	71.05
	Sedan	67361	02	47:27 (47H)	157.10
	Bison	67520	01	29:05 (29S)	91.64
	Preston	67560	01	29:22 (29S)	93.00
Kentucky	Louisville	40223	14	44:43 (45H)	22.45
	Paris	40361	04	44:45 (45H)	52.12
	Crab Orchard	40419	01	49:30 (45J)	85.70
Michigan	St. Charles	48655	02	41:40 (42H)	69.06
Minnesota	Anoka	55303	01	45:16 (42J)	44.05
	Pine Island	55963	02	40:41 (41H)	83.90
Missouri	Brashear	63533	01	37:35 (38S)	102.15
	Unionville	63565	03	36:39 (37S)	86.60
	Milan	63556	01	42:56 (43S)	114.50
	Farmington	63640	02	50:55 (42K)	75.95
	Dexter	63841	03	54:28 (45K)	81.50
	Kennett	63857	03	53:45 (45K)	46.00
	Smithville	64089	01	47:20 (43J)	58.65
	Kansas City	64108	17	52:44 (44K)	44.10
	do	64108	26	55:00 (46K)	30.75
	Hermann	65041	01	48:56 (45J)	96.20
Nebraska	Plainview	68769	02	40:25 (41S)	111.25
	Broken Bow	68822	01	44:39 (45H)	125.05
North Dakota	Golden Valley	58541	01	38:21 (38S)	128.15
Ohio	Edgerton	43517	02	35:06 (35S)	66.50
	Maumee	43537	01	65:59 (48K)	35.30
	Napoleon	43545	01	60:05 (48K)	68.84
	Amherst	44001	02	51:22 (43K)	41.90
Wisconsin	Elkmound	54739	02	52:45 (44K)	92.75
EASTERN REGION					
Maryland	Berlin	21811	02	43:05 (43H)	56.45
New Jersey	Moorestown	08057	02	52:45 (44K)	43.80
	Salem	08079	01	44:28 (45H)	62.80
New York	Canastota	13032	01	42:27 (42H)	45.05
	Fulton	13069	06	52:59 (44K)	51.95
	Elma	14059	04	43:02 (43H)	20.65
	Marion	14505	01	36:28 (36S)	33.60
	Elmira	14901	03	37:04 (37H)	58.70
Pennsylvania	Prosperity	15329	01	38:19 (38S)	30.15
	Venetia	15367	01	52:40 (44K)	23.30
	Dunbar	15431	02	53:24 (45K)	71.10
	Latrobe	15650	06	51:18 (43K)	30.70
	Mount Pleasant	15666	05	42:24 (42H)	39.10
	Murrysville	15668	02	54:27 (46K)	40.60
	Muncy	17756	02	54:22 (45K)	53.10
	Bethlehem	18016	05	46:50 (41K)	38.90
	Weatherly	18255	01	37:20 (38S)	37.20
	Wilkes-Barre	18701	02	47:41 (44J)	38.70
Virginia	Pulaski	24301	01	51:40 (43K)	50.45
West Virginia	Hurricane	25526	01	56:25 (47K)	33.00
	Morgantown	26505	11	42:31 (43H)	21.80
	Bruceton Mills	26525	03	39:46 (40S)	63.25

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
NORTHEAST REGION					
Massachusetts	Holyoke	01040	01	55:40 (46K)	46.20
Maine	Ellsworth	04605	02	51:30 (43K)	62.55
	Farmington	04938	02	55:57 (47K)	69.10
	Newport	05855	03	42:45 (43H)	58.15
Connecticut	Ellington	06029	04	45:47 (46H)	37.50
	Gales Ferry	06335	06	40:56 (41H)	18.90
	Sherman	06784	01	44:37 (41J)	52.35
	Ridgefield	06877	02	51:46 (43K)	34.45
New York	Rocky Point	11778	04	61:32 (48K)	27.05
SOUTHERN REGION					
Alabama	Andalusia	36420	08	39:45 (40S)	81.30
	Theodore	36582	03	49:04 (45J)	55.20
	Wilmer	36587	08	45:13 (45H)	79.25
Florida	Milton	32570	12	37:55 (38S)	48.15
Georgia	Tallapoosa	30176	01	50:34 (46J)	100.65
	Macon	31213	14	43:09 (43H)	32.30
	do	31213	13	48:00 (40K)	46.55
	Ludowici	31316	01	38:04 (38S)	92.80
	Ambrose	31512	01	52:55 (44K)	132.95
Louisiana	Luling	70070	04	40:45 (41H)	19.55
	Lena	71447	01	34:45 (35S)	75.06
North Carolina	Augusta	30901	08	45:42 (42J)	23.10
	Dunn	28334	01	41:47 (42H)	58.85
Oklahoma	Weatherford	73096	02	49:15 (41K)	64.63
	Broken Arrow	74012	04	44:30 (41J)	71.30
	Coalgate	74538	05	37:32 (38S)	107.85
South Carolina	Newberry	29108	02	41:49 (42H)	70.45
Tennessee	Dechard	37324	03	46:11 (46H)	90.55
	Deer Lodge	37726	01	40:45 (41S)	92.20
	Maryville	37801	06	42:35 (43H)	61.75
Texas	Boyd	76023	01	40:40 (41S)	67.00
	Fort Worth	76101	03	46:57 (43J)	43.15
	Bowie	76230	04	49:00 (41K)	88.40
	Forestburg	76239	01	35:25 (35S)	105.10
	Muenster	76252	02	39:08 (39S)	87.30
	Magnolia	77355	06	46:31 (43J)	61.75
	Conroe	77301	11	48:28 (40K)	26.15
	Humble	77338	19	49:06 (41K)	21.15
	Dale	78616	01	44:23 (44H)	98.55
	Kingsbury	78638	01	45:26 (46H)	116.50
	Lexington	78947	02	37:11 (37S)	88.65
WESTERN REGION					
California	Shafter	93263	01	44:24 (44H)	83.50
	Dinuba	93618	01	54:58 (46K)	50.20
	Orland	95963	04	41:29 (41H)	61.25
Colorado	Canon City	81212	02	47:20 (43J)	25.12
Idaho	Twin Falls	83301	04	44:08 (44H)	43.95
New Mexico	Albuquerque	87101	18	43:25 (43H)	12.70
Utah	Provo	84601	03	50:11 (42K)	46.50
Washington	Oak Harbor	98277	04	56:16 (47K)	36.55
	Cashmere	98815	01	56:47 (47K)	71.60
California	Oroville	95965	07	33:43 (34S)	60.70
Utah	Layton	84041	01	45:12 (45H)	33.20
Washington	Stanwood	98292	02	47:21 (43J)	63.05
	Chehalis	98532	02	44:22 (41J)	77.35
	Pasco	99302	03	51:05 (43K)	52.50
	do	99302	12	43:29 (43H)	33.60

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*The "Route Classification and Evaluation" published in this POSTAL BULLETIN may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

—Labor Relations Dept., 11–20–80.

INTERNATIONAL SURFACE AIR LIFT

POSTAL BULLETINS 21252 (7-3-80) and 21261 (9-4-80) introduced the International Surface Air Lift program. This notice gives more detailed information on the new service. Questions are expected at the local level because of program growth. The service is available for any second-class or controlled circulation publication, as well as books, advertising, and any other printed matter.

We are currently offering service between New York and Amsterdam, Rome, Rio de Janeiro, London, Frankfurt, Sydney, Tokyo, and Paris. Routes also operate from Chicago to London, Paris, Frankfurt, Sydney, and Tokyo as well as Houston to Frankfurt, Rome, and London. Additional U.S. entry points and foreign destinations will be established based on customer demand.

At present the control of International Surface Air Lift shipments (traffic control) is coordinated through the Regular Mail Services Division in Headquarters. The customer notifies the Regular Mail Services Division (202-245-4456) four days before shipment date. The Regular Mail Services Division verifies airline space availability and confirms (with the mailer) the date and time the shipment must reach the respective air cargo terminal. On the scheduled day, the customer transports the shipment to the airline cargo terminal where a postal clerk coordinates the acceptance of the shipment with the airline. On arrival in the destination city, the foreign postal administration takes charge of the shipment for delivery anywhere in that country.

Only permit mail or mail bearing the legend, *Postage Has Been Paid*, normally applied to second class mail, will be accepted for shipment. Mailers must obtain an International Surface Air Lift permit. If a customer already holds a second class, third class, or controlled circulation permit, there will be no charge for the International Surface Air Lift permit and no annual fee. Before a customer forwards shipment to an air cargo terminal the postmaster (or designee) where the permit is assigned must verify that sufficient postage is available to cover the cost of the shipment by signing Form 3650, *Mailing/Revenue Statement*. This form is available only from Headquarters Regular Mail Services Division.

International Surface Air Lift rates between U.S. cities and foreign destinations will vary with the distance and weight of each shipment. In addition to a per pound rate, there is a handling charge of one dollar per sack.

The customer is responsible for the preparation of the mail in accordance with Publication 42, *International Mail*, as well as the transportation of the mail to the proper airline cargo terminal. The Postal Service will verify that there is sufficient postage on hand for the shipment and verify the number of pouches per shipment.

The Customer Programs Division in each region has an International Surface Air Lift Coordinator who is available to answer more detailed questions. Additional information will be supplied as the service expands.—*Customer Services Dept., 11-20-80.*

International Mail Claims and Inquiries

Window unit personnel and others who accept international mail claims and inquiries are requested to review POSTAL BULLETIN 21251 (6-26-80). Some offices are submitting incorrectly prepared Forms 542, *Inquiry About a Registered Article or an Insured Parcel or an Ordinary Parcel.* This causes delays and extra work since improperly prepared forms are returned to the origin post offices for correction.

The most common errors and the corrective actions required are:

1. Failure to include the fee.

An inquiry must have $0.35 in postage attached to the inquiry form. *Exceptions:* No fee is required (a) for International Express Mail inquiries or (b) if a return receipt purchased at the time of mailing has not been received. In the latter case, attach a completed Form 2865, *Return Receipt for International Insured and Registered Mail*, to the Form 542 and mark the return receipt *Duplicate*.

2. Filing too soon.

Do not accept inquiries for lost or delayed United States origin mail until at least 90 days for surface mail or 60 days for airmail have elapsed after the *date of mailing*.

3. Using old or incorrect forms.

The only acceptable inquiry form is the November 1979 edition of Form 542. Earlier editions of the form are not accepted and will be returned to the origin post offices. Form 2855, *Claim for Indemnity—International Registered and Insured Mail*, may not be used to make a claim for loss until the Form 542 process is completed and loss is established.

4. Removing copies.

Do not remove copies from the Form 542. The completed form with all copies should be sent to the office shown in Table 4 on pages 13-14 of Postal Bulletin 21251 (6-26-80).

5. Unreadable or incomplete forms.

Check the form to assure that (a) all required information is included; (b) all copies are readable (print or type); and (c) the name and address of the sender and the addressee are complete (including ZIP Code) and placed in the proper location.—*Rates & Classification Dept., 11-20-80.*

Plant Quarantine Inspections

No postal employee may detain or open any mail, or permit state or federal plant quarantine inspectors to examine, open, or detain any mail, solely on the basis of a suspicion or belief that the mail contains plants or plant products. Any examination, detention, or opening of mail for purposes of enforcing state or federal plant quarantines must be conducted strictly in accordance with applicable postal regulations (see DOMESTIC MAIL MANUAL (DMM) 115.31a, 115.6, 115.92 a, b, or c, and Publication 14, *Plant Quarantines*).

If you need guidance, ask the Postal Inspection Service. Requests from plant quarantine inspectors for access to mail should be treated strictly in accordance with DMM 115.7. Comply with the request only if you are sure that compliance is authorized by postal regulations. Otherwise, refer the request to the Postal Inspection Service.—*Rates & Classification Dept., 11-20-80.*

To All Post Offices

TEMPORARY MAIL DETENTION ORDERS

You may be receiving customer requests to trace mail addressed to the following name(s) and address(es):

Telestar, Inc.
Telestar Incorporated
Telstar Incorporated
200 S. Front St.
Wormleysburg, PA 17043
Effective Date **1/30/80**

Oriental Nurseries, Inc.
P.O. Box 370030
Miami, FL 33137

P.O. Box 520995
Miami, FL 33152

Pinkens Company
32 W. Randolph Street
Suite 814
Chicago, IL 60601
Effective Date **10/15/80**

Allen Distributing Company
105 W. Madison Street
Suite 1708
Chicago, IL 60602
Effective Date **10/15/80**

Allen Distributing Company
4236 W. Alexis Road
Toledo, OH 43623
Effective Date **10/15/80**

Kimberly Jewels, Inc.
177 N.E. 166 Street
Miami, FL 33162
Effective Date **11/4/80**

251 N.E. 166 Street
Miami, FL 33162
Effective Date **11/4/80**

Relief
Box 23181
Washington, DC 20024

and

AHP and Ashford Health Products
#23272 L'Enfant Plaza
Washington, DC 20024
Effective Date **8/13/80**

Mail thus addressed and relating to an alleged violation of the Postal false representations and lottery statute (39 U.S.C. § 3005), is being detained in the office of delivery, pursuant to an order of a Federal District Court under the authority of 39 U.S.C. § 3007.

Mail addressed to the following addresses is handled pursuant to consent orders. These consent orders are different from the usual mail detention order obtained under § 3007. They authorize delivery of detained mail to any specific independent escrow agent. The agent will screen and handle all mail, make refunds to persons ordering affected products and forward the remaining mail to the defendants:

Cosvetic Labs or Laboratories

P.O. Box 49087
Atlanta, Georgia 30329

P.O. Box 14048
Atlanta, Georgia 30324

P.O. Box 81345
Atlanta, Georgia 30347

P.O. Box 95543
Atlanta, Georgia 30347

P.O. Box 95544
Atlanta, Georgia 30347

P.O. Box 49303
Atlanta, Georgia 30329

P.O. Box 49024
Atlanta, Georgia 30329

P.O. Box 10101
Atlanta, Georgia 30319

P.O. Box 10064
Atlanta, Georgia 30319

P.O. Box 95545
Atlanta, Georgia 30347

P.O. Box 14092
Atlanta, Georgia 30329

P.O. Box 53098
Atlanta, Georgia 30305

P.O. Box 49425
Atlanta, Georgia 30329

470 E. Paces Ferry Road
Atlanta, Georgia 30305

P.O. Box 11627
Atlanta, Georgia 30305

P.O. Box 52977
Atlanta, Georgia 30355

Broswell, Inc.

P.O. Box 10064
Atlanta, Georgia 30319

P.O. Box 81345
Atlanta Georgia 30366

P.O. Box 95544
Atlanta, Georgia 30347

P.O. Box 53098
Atlanta, Georgia 30355

P.O. Box 14092
Atlanta, Georgia 30329

P.O. Box 14048
Atlanta, Georgia 30324

470 E. Paces Ferry Road
Atlanta, Georgia 30305

P.O. Box 53141
Atlanta, Georgia 30355

Peak Laboratories, Inc.

P.O. Box 49303
Atlanta, Georgia 30329

P.O. Box 49024
Atlanta, Georgia 30329

P.O. Box 49087
Atlanta, Georgia 30329

Head Start Club

P.O. Box 14018
Atlanta, Georgia 30324

Head Start, Inc.

470 E. Paces Ferry Road
Atlanta, Georgia 30305

P.O. Box 53141
Atlanta, Georgia 30355

Quest Research, Inc.
P.O. Box 14009
Atlanta, Georgia 30324

Jojoba Oil
P.O. Box 9669
Atlanta, Georgia 30319

Vangualt Labs
P.O. Box 851
Bradenton, FL 33506

Standard Research Laboratory or Standard Research Labs
P.O. Box 9667
Ft. Lauderdale, FL 33310

La Fleur Natural
P.O. Box 49087
Atlanta, Georgia 30329

P.O. Box 49303
Atlanta, Georgia 30324

P.O. Box 14048
Atlanta, Georgia 30324

Standard Research Labs
P.O. Box 5009
Pompano Beach, FL 33064

P.O. Box 9547
Ft. Lauderdale, FL 33310

For further information call Consumer Protection Division, Law Department, Headquarters (202) 245-4385.—*Law Dept., 11-20-80.*

COP FOR SUBSTITUTE RURAL CARRIERS

A procedure has been developed for reporting and paying Continuation of Pay (COP) hours when the employee is either a Substitute Rural Carrier (Designation 73) or an Emergency Substitute Rural Carrier (Designation 74). This procedure will eliminate the preparing and processing of Form 50s for the purpose of paying COP to substitute rural carriers when they have suffered a traumatic injury while working in the rural craft.

1. Prepare an unpunched Form 1314 with:

Name
Finance Number
Social Security Number
Designation (always 78)
FLSA Code (always *P*)
Pay Period
Year

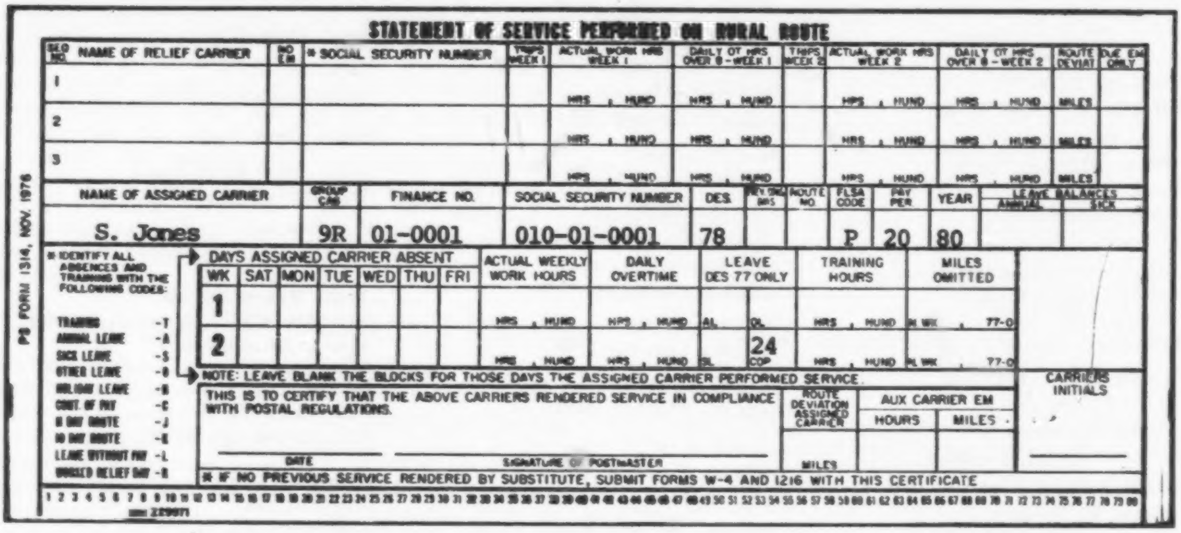
2. Record the number of COP hours to be paid in the COP block on the 1314 (See exhibit).

3. **Do not record any other type of leave or workhours, only COP hours.** If other types of hours are recorded, no payment will be made.

This procedure does not apply if the substitute rural carrier is a mixed service employee, Substitute Rural Carrier (Des. 73) and an Auxiliary Rural Carrier (Des. 77). Or, if they are established via a Form 50 as a Substitute Rural Carrier (Des. 73) and a Rural Auxiliary Assistant (Des. 78) and are receiving a Form 1314, *Statement of Service Performed on Rural Route.*

If the employee is on rolls as a Designation 77 or 78, use the prepunched card.

Upon completion of the Form 1314, submit to the appropriate postal data center for processing. Continue to use this procedure until the completion of the 45 days, or the employee's return to duty, whichever comes first.



STATEMENT OF SERVICE PERFORMED ON RURAL ROUTE

SEQ NO	NAME OF RELIEF CARRIER	NO EM	* SOCIAL SECURITY NUMBER	TRIPS WEEK 1	ACTUAL WORK HRS WEEK 1	DAILY OT HRS OVER 8 - WEEK 1	TRIPS WEEK 2	ACTUAL WORK HRS WEEK 2	DAILY OT HRS OVER 8 - WEEK 2	ROUTE DEVIAT	DUE EM ONLY
1					HRS , HUND	HRS , HUND		HRS , HUND	HRS , HUND	MILES	
2					HRS , HUND	HRS , HUND		HRS , HUND	HRS , HUND	MILES	
3					HRS , HUND	HRS , HUND		HRS , HUND	HRS , HUND	MILES	

NAME OF ASSIGNED CARRIER	GROUP CAR	FINANCE NO.	SOCIAL SECURITY NUMBER	DES	[illegible] HRS	ROUTE NO	FLSA CODE	PAY PER	YEAR	LEAVE BALANCES ANNUAL	LEAVE BALANCES SICK
S. Jones	9R	01-0001	010-01-0001	78			P	20	80		

* IDENTIFY ALL ABSENCES AND TRAINING WITH THE FOLLOWING CODES:

TRAINING	-T
ANNUAL LEAVE	-A
SICK LEAVE	-S
OTHER LEAVE	-O
HOLIDAY LEAVE	-H
CONT. OF PAY	-C
8 DAY ROUTE	-J
10 DAY ROUTE	-K
LEAVE WITHOUT PAY	-L
UNUSED RELIEF DAY	-R

DAYS ASSIGNED CARRIER ABSENT

WK	SAT	MON	TUE	WED	THU	FRI	ACTUAL WEEKLY WORK HOURS	DAILY OVERTIME	LEAVE DES 77 ONLY		TRAINING HOURS	MILES OMITTED
1							HRS , HUND	HRS , HUND	AL	OL	HRS , HUND	[illegible] WK , 77-0
2							HRS , HUND	HRS , HUND	SL	24 COP	HRS , HUND	[illegible] WK , 77-0

NOTE: LEAVE BLANK THE BLOCKS FOR THOSE DAYS THE ASSIGNED CARRIER PERFORMED SERVICE.

THIS IS TO CERTIFY THAT THE ABOVE CARRIERS RENDERED SERVICE IN COMPLIANCE WITH POSTAL REGULATIONS.

DATE SIGNATURE OF POSTMASTER

ROUTE DEVIATION ASSIGNED CARRIER: MILES

AUX CARRIER EM: HOURS MILES

CARRIERS INITIALS

* IF NO PREVIOUS SERVICE RENDERED BY SUBSTITUTE, SUBMIT FORMS W-4 AND 1216 WITH THIS CERTIFICATE

PS FORM 1314, NOV. 1976

EXHIBIT

For Substitute Rural Carrier (Designation 73) and Emergency Substitute Rural Carrier (Designation 74). For the purpose of reporting and paying C.O.P. hours when the employee is established on the payroll only as a Designation 73 or Designation 74.

—*Finance Dept., 11-20-80.*

UNIFORM PROGRAM—LICENSED VENDOR LISTING

Each of the following uniform vendors has received a vendor's license since distribution of Publication 136, *Licensed Vendor Listing.* These lists must be posted where they are readily available for employee's perusal.

Alac Garment Services	P.O. Box 2377	Anderson	IN 46011
B & B Sports Shop	219 Scherts Avenue	East Peoria	IL 61611
Barracks	Box 1444	Parkersburg	WV 26101
Clothes Peddler	231 N. Sibley	Litchfield	MN 55355
Eduardo's Orthopedic Shoes	963 E. Main Street	Ventura	CA 93001
Guido D'Amico	11 Welfare Avenue	East Providence	RI 02914
Johnson Shoes Incorporated	214 South Phillips Avenue	Sioux Falls	SD 57102
Neve's Uniforms, Inc.	1331 14th Street	Denver	CO 80202
Prescription Shoe Service	600 N. Cotner Blvd., Suite 202	Lincoln	NE 68505
Stratton's Shoe Store	814 Water Street	Sauk City	WI 53583
The Work Boot	2403 34th Street	Lubbock	TX 79411

—*Labor Relations Dept., 11-20-80.*

Return of Jump Pouches

The U.S. Marine Corps has reported they are experiencing a shortage of their specially marked mailbags used by their Finance Center. These specially marked bags are of two types:

1. Orange airmail pouches overprinted with the words "JUMPS USMC," and
2. White canvas pouches (20 x 24 in.) overprinted with "MARINE CORPS FINANCE CENTER, KANSAS CITY, MO 64197."

All postal facilities, including the mailbag depositories, should be on the alert for these specially marked bags. These bags are for the sole use of the Marine Corps Finance Center. Therefore, any such bags found should be forwarded to:

Commanding Officer (Code S D2)
Marine Corps Finance Center
Kansas City, MO 64197

—Mail Processing Dept., 11-20-80.

International Mail—Lottery Matter

Foreign postal administrations, particularly those of Canada and Mexico, have reported receipt of United States origin mail items containing lottery matter.

Acceptance employees should remind customers that lottery matter as defined in Section 123.42, DOMESTIC MAIL MANUAL and referred to in Appendix A, Table 2, Publication 42, *International Mail,* is totally prohibited in the international mails.—*Rates & Classification Dept., 11-20-80.*

Christmas Period for Overtime Eligibility

Exhibit 434.141a of the EMPLOYEE AND LABOR RELATIONS MANUAL (ELM) provides that during the officially designated Christmas period, exempt employees in EAS-23 and below (excluding postmasters and management associates) who directly supervise bargaining unit employees in mail processing and delivery service functions are eligible for scheduled postal overtime.

For the purpose of this supervisory overtime pay policy, the 1980 Christmas period is from Saturday, December 6, 1980, through and including Wednesday, December 24, 1980.—*Employee Relations Dept., 11-20-80.*

Storage
Come on! Let's go! There's a shortage of Mail Sacks!
U.S MA
Howell

Warning Notice—Unrecovered Stolen Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)

The following money orders are void and should not be cashed: (1) All card type orders. (2) New style orders 000,000,001—199,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, KIA 0B1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21269 article.

200,400,512 to 0,600
200,467,313 to 7,500
201,328,601 to 9,300
201,963,699 to 3,800
201,980,250 to 0,299
202,545,957 to 6,000
207,218,569 to 8,600
208,872,242 to 2,257
209,190,001 to 5,000
210,301,801 to 2,000
210,835,285 to 5,300
210,935,633 to 5,700
212,900,201 to 0,300
213,345,001 to 5,100
213,504,865 to 5,000
216,823,954 to 4,000
217,621,979 to 2,100
217,622,401 to 2,800
218,660,066 to 0,700
219,494,026 to 4,130
219,692,001 to 2,100
224,126,989 to 7,100
226,781,246 to 1,400
226,073,655 to 3,700
227,129,004 to 9,400
227,564,701 to 4,800
229,000,595 to 0,600
229,083,686 to 3,700
229,428,120 to 8,300
230,004,990 to 5,200
230,143,701 to 4,000
231,387,001 to 7,500
234,067,232 to 7,300
235,833,783 to 3,800
237,386,845 to 7,000
238,758,669 to 8,730
239,162,130 to 2,200
239,863,796 to 3,870
239,864,826 to 4,900
240,362,301 to 2,600
241,535,801 to 6,000
242,545,470 to 5,800
242,917,801 to 8,000
243,920,027 to 0,100
244,343,084 to 3,100
244,583,557 to 3,600
245,740,589 to 0,600
245,767,347 to 7,400
247,636,179 to 6,200
247,649,190 to 9,200
247,760,081 to 0,100
250,442,960 to 3,000
252,160,301 to 0,393
252,494,635 to 4,700
253,094,279 to 4,400
253,181,800 to 1,900
253,641,268 to 1,300
254,680,851 to 0,900
259,412,918 to 2,954
261,707,201 to 7,400
261,766,701 to 6,800
262,740,206 to 0,300
263,414,901 to 5,800
264,474,080 to 4,300
266,472,561 to 2,860
268,746,401 to 6,500
270,677,679 to 7,696
272,291,501 to 1,600
274,450,824 to 0,900
274,873,716 to 4,100
275,288,303 to 8,700
278,286,361 to 6,400
278,737,201 to 7,300
278,846,365 to 6,600
282,204,343 to 4,700
282,909,819 to 9,900
284,943,445 to 3,500
285,397,992 to 8,400
286,837,601 to 7,900
288,349,047 to 9,500
288,657,574 to 7,600
291,853,923 to 3,969
295,946,650 to 6,661
296,077,001 to 7,053
296,077,201 to 7,300
297,173,660 to 3,900
297,213,342 to 3,500
297,444,801 to 5,500
297,700,501 to 0,700
298,072,101 to 2,600
299,902,655 to 2,700
305,253,101 to 3,600
306,165,495 to 5,500
306,698,463 to 8,500
306,933,345 to 3,400
307,200,601 to 1,000
307,806,061 to 6,100
310,917,957 to 8,100
310,956,020 to 6,200
311,577,901 to 8,100
311,994,658 to 4,700
314,162,132 to 2,200
315,105,301 to 5,500
315,788,118 to 8,140
317,630,301 to 0,400
321,087,737 to 7,800
321,272,306 to 2,400
321,489,229 to 9,300
322,180,820 to 1,000
323,294,360 to 4,400
323,296,838 to 6,856
323,297,695 to 7,730
323,485,231 to 5,240
323,997,101 to 7,400
326,023,246 to 3,300
328,436,401 to 6,500
331,892,798 to 3,000
332,069,432 to 9,500
336,646,801 to 7,300
336,661,265 to 1,500
336,825,701 to 7,000
336,909,925 to 0,000
337,395,212 to 5,300
338,038,706 to 8,800
338,891,701 to 2,200
339,519,801 to 9,900
339,735,184 to 5,200
340,711,001 to 3,000
341,462,701 to 2,900
343,703,708 to 3,900
343,760,901 to 1,000
343,945,919 to 5,940
344,536,201 to 6,400
344,821,230 to 1,297
344,854,601 to 4,700
345,299,801 to 9,900
345,986,501 to 6,600
347,238,201 to 8,300
347,975,946 to 5,959
348,086,296 to 6,300
348,190,501 to 0,900
349,779,757 to 9,800
351,452,949 to 3,000
351,490,001 to 0,600
353,461,741 to 1,800
355,360,601 to 1,000
357,010,401 to 0,500
357,339,409 to 9,455
358,180,401 to 0,600
359,269,750 to 9,790
359,547,122 to 7,150
359,790,481 to 0,540
359,791,901 to 1,920
359,994,676 to 4,700
361,168,730 to 8,900
361,201,906 to 2,100
362,295,806 to 5,819
363,463,501 to 4,500
363,475,801 to 6,100
363,496,901 to 7,000
363,633,090 to 3,100
363,794,701 to 5,200
365,301,401 to 1,500
365,318,801 to 9,000
365,867,401 to 7,500
365,867,517 to 7,600
366,888,911 to 9,000
366,967,107 to 7,200
367,683,901 to 4,000
368,108,160 to 8,600
368,416,575 to 6,600
368,773,419 to 3,500
368,847,601 to 7,700
370,494,001 to 4,200
370,549,601 to 50,000
370,783,700 to 3,800
372,401,123 to 1,500
372,429,101 to 9,500
374,013,262 to 3,300
374,433,401 to 4,000
374,988,860 to 8,880
375,079,981 to 80,030
375,192,501 to 2,700
375,432,201 to 2,500
379,786,742 to 6,760
390,557,101 to 7,170
390,581,961 to 2,040

MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices, including Inspection Service Forms 577, should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below). Destroy PB 21270 listing. **B. Old Style.** (Gray). **C. Counterfeit.** The listing from PB 21240 remains valid for both B. and C.

165 705 7000 to 7999
210 868 4500 to 4699
211 436 5608 to 5699
213 578 4229 to 4399
216 678 6072 to 6999
217 210 7100 to 7299
217 268 2574 to 2699
217 667 3400 to 3599
217 672 4200 to 4599
217 902 4181 to 4299
218 755 4591 to 4699
220 350 0000 to 0999
221 371 4600 to 4999
221 626 2100 to 2299
221 661 5318 to 5499
222 224 8100 to 8499
222 536 2000 to 2299
224 206 6400 to 6491
224 554 9830 to 0399
225 268 1655 to 1799
225 711 9700 to 9999
225 712 0000 to 0999
225 767 2000 to 2299
227 097 4600 to 4699
227 254 9800 to 0099
227 611 4000 to 4599
229 117 4866 to 4999
229 346 9900 to 9999
229 434 3500 to 3599
229 531 9700 to 9899
229 563 1918 to 1999
229 576 1800 to 1899
230 826 8683 to 8799
231 147 0883 to 1499
231 525 7893 to 7999
232 295 7249 to 7599
232 665 0292 to 0399
233 262 7907 to 7999
233 407 5872 to 5899
233 516 6100 to 6199
233 638 1200 to 1799
234 031 6456 to 6999
234 261 4500 to 4599
234 431 3655 to 3699
234 659 4000 to 4199
234 659 8700 to 8999
234 802 1060 to 1199
234 997 1000 to 1599
235 254 2060 to 2099
236 388 4842 to 5099
236 576 9520 to 9599
236 755 8000 to 8099
236 937 5803 to 5999
236 941 5400 to 5499
237 413 7500 to 7599
237 423 4111 to 4199
237 457 5600 to 5699
237 457 5800 to 5899
237 702 6823 to 6899
237 702 6921 to 6999
238 165 7700 to 7799
238 169 7587 to 7599
238 377 4508 to 4599
238 586 3100 to 3299
239 199 0700 to 1099
239 204 9916 to 9999
239 481 4728 to 4799
239 549 7116 to 7499
239 575 2000 to 2199
239 596 4800 to 4999
239 985 7000 to 7499
240 108 6501 to 6599
240 252 6400 to 6899
240 256 2900 to 3199
240 639 3561 to 3599
240 855 7000 to 7099
240 901 5900 to 5999
241 081 9274 to 9299
241 224 7209 to 7299
241 685 5124 to 5199
241 694 1800 to 1899
241 902 2600 to 2799
242 021 2262 to 2499
242 585 4155 to 4299
242 591 4500 to 4699
242 605 0000 to 0999
242 621 8314 to 8399
242 816 1337 to 1399
243 112 4109 to 4120
243 228 7200 to 7499
243 766 6730 to 6799
243 805 0000 to 0299
243 906 7800 to 8199
244 299 2000 to 2199
244 366 8800 to 8899
244 381 3024 to 3099
244 525 0719 to 0799
244 657 7700 to 7899
244 678 2333 to 2499
244 743 7100 to 7399
244 895 5575 to 5599
245 103 9300 to 9399
245 103 9400 to 9499
245 118 6754 to 6768
245 279 1420 to 1448
245 279 1510 to 1599
245 591 1626 to 1799
245 695 0346 to 0399
245 973 2677 to 2699
246 076 7300 to 7399
246 155 4048 to 4099
246 155 5000 to 5499
246 402 6511 to 6599
246 608 6300 to 6399
246 609 9545 to 9799
246 816 2600 to 2699
246 973 1372 to 1399
247 012 0500 to 0599
247 066 9300 to 9399
247 086 4200 to 4299
247 113 5635 to 5699
247 490 1960 to 1999
247 490 2086 to 2099
247 497 4000 to 4099
247 544 0200 to 0214
247 575 4400 to 4499
247 929 6417 to 6799
247 983 1511 to 1899
248 120 4322 to 4399
248 244 7246 to 7299
248 317 7624 to 7699
248 397 2163 to 2199
248 423 4864 to 4899
248 440 7916 to 7971
248 718 7317 to 7399
249 680 4872 to 4899
249 945 6900 to 6999
249 996 6000 to 6099
249 996 6300 to 6499
250 452 4971 to 4999
250 483 0600 to 0699
250 547 7046 to 7099
250 565 7029 to 7040
250 833 7200 to 7399
250 919 5218 to 5299
250 951 4340 to 4363
250 991 9778 to 9799
251 518 6281 to 6399
251 964 6056 to 6199
251 997 2913 to 2999
252 171 2041 to 2056
252 206 2101 to 2199
252 206 9532 to 9599
252 235 4400 to 4499
252 235 4581 to 4899
252 238 2299 to 2399
252 432 6988 to 6999
252 891 1159 to 1199
253 175 2670 to 2699
253 192 7311 to 7399
253 293 5931 to 5940
253 446 4033 to 4099
253 547 6013 to 6049
253 547 6054 to 6099
253 747 6924 to 6999
254 107 8590 to 8599
254 107 8913 to 8999
254 254 4490 to 4499
254 259 8867 to 8899
254 259 8951 to 9099
254 740 8408 to 8445
255 125 5568 to 5599
255 125 8500 to 8599
255 150 5300 to 5399
255 176 5373 to 5399
255 276 0949 to 0999
255 281 2647 to 2699
255 440 4800 to 4899
255 440 4900 to 4999
255 754 3621 to 3699
255 857 4749 to 4799
256 140 5400 to 5499
256 193 5100 to 5159
256 695 0525 to 0599
258 444 7185 to 7199
258 480 2600 to 2899
258 618 0254 to 0299
258 643 2765 to 2774
258 950 5217 to 5299
258 950 5433 to 5499
259 084 1386 to 1399
259 227 0000 to 1499
259 340 0828 to 0999
259 628 0936 to 0999
259 745 1300 to 1499
259 783 7821 to 7899
259 825 5819 to 5899
259 950 3053 to 3099
259 950 3300 to 3499
260 039 2699 to 2999
260 144 7415 to 7499
260 198 2856 to 2898
260 324 9000 to 9099
260 479 3500 to 3599
260 743 5000 to 5099
261 002 6451 to 6499
261 052 5271 to 5299
261 175 6200 to 6299
261 459 5800 to 5899
261 459 6722 to 6799
261 533 2067 to 2299
261 954 6334 to 6399
261 965 4168 to 4199
262 604 1515 to 1599
262 949 9200 to 9299
262 963 4912 to 4999
263 407 7000 to 7099
264 205 4017 to 4099
264 366 7033 to 9499
264 405 9660 to 9699
265 370 8800 to 8999
265 956 3900 to 3999
800 502 3000 to 3999
800 941 7900 to 7999
801 278 3600 to 3999
801 579 6056 to 6098
801 629 1900 to 1999
802 029 5199 to 8999
802 265 0575 to 1999
802 751 1128 to 1299

UNITED STATES POSTAL SERVICE
WASHINGTON, D.C. 20260
OFFICIAL BUSINESS

PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE, $300

U.S.MAIL ®

FIRST CLASS

Schedule. The Postal Bulletin is published every Thursday by the Directives and Forms Division of the U.S. Postal Service, Washington, DC 20260.

Distribution. The Bulletin is received by all postal facilities.

Effective Period. Postal Bulletin articles are effective for six months unless otherwise specified.

Index. A quarterly index of Bulletin articles appears early in the months of January, April, July, and October.

Orders.

Public sale:
    Superintendent of Documents
    U.S. Government Printing Office
    Washington, DC 20402
        Single copy: $1.25; $1.60 foreign
        Subscription: $50.00, $62.50 for foreign mailing

Postal facilities:
    For one time orders, send Form 7380 to the Eastern Area Supply Center.
    To change quantity received, send Form 1286 to the Directives and Forms Division, giving justification.

21273

UNITED STATES POSTAL SERVICE
U.S.MAIL

postal bulletin

PB 21273—November 27, 1980—12 Pages

QST and Quest/80 Magazines

All forwarding unit employees are reminded that *QST* and *Quest/80* are two separate magazines. Care must be taken to see that Forms 3579 are sent to the appropriate address. Please post a copy of this notice in all forwarding units.—*Delivery Services Dept., 11–27–80.*

Philately Display Unit

Distribution of the screenline merchandiser (11" x 14") plastic display unit to MSCs began the week of November 17, 1980. Distribution of this marketing display item was based upon requests from the regions.

The merchandiser will be shipped directly from the manufacturer at a rate of 5,000 per week over a period of four weeks. MSC may receive more than one shipment in fulfillment of their order.

MSCs requiring replacement merchandisers in the future, may order them in their cycle directly from their area supply centers using Form 7380 *Supply Center Requisition* as outlined in Publication 24, *Supply Catalog.*

When ordering the merchandiser, use item number 09931. They are packed ten to a carton with a minimum order of one carton.—*Customer Services Dept., 11–27–80.*

Domestic Orders

False Representation. Enforced by postmasters at cities listed.

State/City	*Name Covered*
GA, Atlanta 30342	Certified Publishing Association Suite D–303 4651 Roswell Road, N.E.
CA, Soquel 95073	Certified Publishing Co. 5730–C Soquel Drive
NJ, Paramus 07652	Shoppers Boutique, Inc. d/b/a Shoppers Boutique 352 Evelyn Street

—*Judicial Officer, 11–27–80.*

OWCP Reimbursements From Third Parties

The Department of Labor has recently taken the position that in cases of third party recovery on Federal Employee Compensation Act (FECA) claims, Continuation of Pay (COP) is a debt owed the employing agency. Therefore, in some cases the Office of Workers' Compensation Programs (OWCP) will collect the amount of COP and forward it to the Postal Service.

Reimbursements from third parties and supporting documenation will be forwarded to the Management Sectional Center Injury Compensation Control Office by the OWCP. All offices currently carrying OWCP amounts in trust must remove the trust amount by Symbol 9500 check or money order made payable to the Disbursing Officer, postal data center. These checks or money orders with supporting documents are to be sent to the MSC Injury Compensation Control Office.

The MSC Injury Compensation Control Office will forward the check with identifying information to the supporting postal data center. Reimbursements received and/or trust amounts held at Bulk Mail Centers will be handled as above by the BMC Injury Compensation Control Office.

Specific instructions to postal data centers and Injury Compensation Control Offices will be issued through normal administrative channels.—*Finance Dept., 11–27–80.*

Health Benefits Open Season

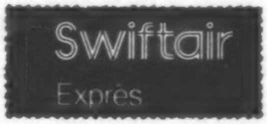
Notice 170, *Summary of Health Benefits Plans (CY 1981)*, Item 16, Special Features for the Alliance Health Plan, first sentence, should read:

> *These services are subject to one annual *$50* deductible per person.

—*Employee Relations Dept., 11–27–80.*

International Mail—Great Britain

Exprès (Special Delivery) airmail letters and small packets from Great Britain will soon bear a new red label containing the words Swiftair and Exprès. A facsimile of the label is shown below.



These Swiftair/Exprès items are to be treated as prepaid special delivery items and delivered in the same manner as domestic special delivery mail.—*Rates & Classification Dept., 11–27–80.*

Inspection Service Appointment

The following appointment was effective November 1, 1980: Clarence E. Michaelson, Regional Chief Inspector, Eastern Region.—*Inspection Service, 11–27–80.*

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QST and Quest/80 Magazines	1	1
Rural Routes, Vacant Regular Listing No. 80–51	7	1
Special Cancellation	3	2
Staying Warm	9	1

U. S. GOVT. PUBS.
DEPOSITORY 376
DEC 11 1980

P13.

HEADQUARTERS/FIELD INTERCHANGE

If your permanent grade is 17 or higher, you are eligible to apply for the Headquarters/Field Interchange Program between now and January 30, 1981. Employees cannot receive more than one interchange assignment within a three year period. PCES candidates are encouraged to apply. A maximum of 100 Headquarters and Field employees will be selected for assignments in the program.

Program Description

If selected to participate, you will serve a 2 to 6 month career development assignment during 1981 at USPS Headquarters in Washington, DC., or at one of the Headquarters administrative supporting facilities (ASFs), such as a postal data center.

All the work assignments which will become available next year are not known now. Based on this year's program, field employees may be offered assignments in such areas as finance, customer services, delivery services, mail processing, government relations, rates and classification, management information systems, procurement, engineering and technical support, research and development, real estate, and employee and labor relations. Your preference will be considered.

How to Apply

To apply, submit completed Form 991-A, *Application for Promotion or Assignment,* and Form 991-B, *Supplement to Application for Promotion or Assignment,* to your immediate supervisor. The forms should include:

1. At the top of Form 991-A, in the block *Position Applied For,* write "H/F Interchange Program." Do not fill in blocks for grade, vacancy announcement number, or closing date.

2. On the reverse of Form 991-A, in the space above *Signature of Employee,* show the specific area of work assignment or function you prefer in USPS Headquarters or in one of the Headquarters ASFs. Be as specific as possible when listing your preferences. For example, if you prefer the employee and labor relations function, identify the particular area, i.e., safety or compensation or labor, etc. Your preference may be in your present or a different functional area, based on your career goals and plans. More than one preference may be listed. Do not list PCES positions.

3. On Form 991-B, under *Qualifications,* briefly describe your qualifications which are applicable to the assignment areas you prefer.

4. On Form 991-B, in the space above *Signature of Employee,* explain specifically how you expect to benefit from the assignment in terms of your career development and goals.

If you applied for the interchange program in previous years, you must reapply if you want to be considered for an assignment in 1981. PCES executives are not eligible to apply.

Selection for Program

Your immediate supervisor and next-higher manager complete the reverse side of Form 991-B, recommending or not recommending you for each preferred area of assignment. If your managers do not believe that your preference is the most suitable assignment for you, they should resolve the matter with you before submitting the recommendation to your installation head.

Your installation head nominates those recommended employees who would benefit most from this program. Those nominations are further reviewed and screened at higher organizational levels. Based on the recommendations of a panel of Regional Directors, your Regional Postmaster General nominates employees to USPS Headquarters. As suitable assignment opportunities become available during the year, Headquarters selects individuals from among the nominations received.

Your installation head will advise you, if you are selected for an assignment in Headquarters or at one of the Headquarters ASFs. Arrangements for you to report for the assignment will be made through the Headquarters Career Development Division and the Regional Employee Development Branch. No other reporting arrangements will be honored.

Selection Criteria

The recommendation, nomination, and selection of program participants is based on the following criteria as applied to you and other applicants:

1. The extent to which participation can be expected to directly benefit applicants' career development.

2. The potential long-range benefit to the Postal Service of investing in applicants' development.

3. The extent to which participation will contribute to meeting EEO affirmative action plans and goals.

Other Program Conditions

Other conditions of participation in the program are:

1. For pay, leave, and other benefits, you retain your current status while on assignment; however, higher level pay and non-bargaining rescheduling premium or out-of-schedule overtime are not authorized. A nonexempt employee may not work overtime without the prior approval of both the Interchange assignment manager and the supervisor in the home office.

2. Your authorized transportation, housing, and per diem expenses are paid by Headquarters.

3. You may bring your spouse and/or family for the full term or any continuous part of the assignment. Housing for the spouse or family is paid by Headquarters, but you must pay all their other expenses, including transportation.

4. During the assignment, you are free of business commitments at your regular employing office and will not ask or be asked to interrupt or terminate your assignment except for a serious, unexpected emergency.

If such circumstances do occur, requests must be coordinated through the Headquarters Career Development Division and the Regional Employee Development Branch.

5. If you are promoted while on assignment, you must complete your assignment first, before reporting to your new position. Any exception must be made in a written request to the Senior Assistant Postmaster General, Employee and Labor Relations, by the manager of the new position.

6. You are authorized round-trip travel for a brief visit to your regular employing office at the end of each three weeks of assignment. However, return trips home while the spouse and/or family is in the area are not authorized.

7. If assigned to a vacant position, you are ineligible for selection when that particular vacancy is next filled on a permanent basis. An exception may be approved by the Senior Assistant Postmaster General, Employee and Labor Relations Group, with appropriate justification by the organization with the vacancy.

8. Upon reporting to Headquarters you will be given orientation about the program, housing, travel and voucher preparation.

At the start of your assignment, you and your manager in Headquarters jointly develop specific written objectives for you in the assignment. At the end of the assignment, the two of you prepare a report, evaluating your performance in meeting the objectives. When you return to your regular employing office, you and your immediate supervisor discuss the report and make plans for your further development.

Schedule

Applications for the program will continue to be accepted and processed from now until the following deadlines:

—You may submit an application to your immediate supervisor until January 21, 1981.

—Installation heads may nominate their applicants to the next-higher organization until January 30, 1981.

—District Managers may recommend applicants to Regional Headquarters until February 13, 1981.

—Regional Postmasters General may nominate applicants to USPS Headquarters until February 27, 1981.

Program changes incorporated in this Bulletin will be included in a future revision to MI EL-350-79-43 (10/23/79)—*Employee Relations Dept., 11-27-80.*

Form 7319-C

Form 7319-C (Nov. 1980), Representations and Certifications (Business Data), has been distributed to procurement offices at headquarters, regions, PSOs, TMOs, FREBOs, and the supply centers. The Oct. 1980 issue should be destroyed.

Printing errors will be corrected in a reprint. Meanwhile, make a pen-and-ink correction in the penultimate line of definition 1: the word *employment* should be *employing.—Procurement & Supply Dept., 11-27-80.*

EXPEDITE SERVICE—

SAVE MONEY—PROCESS

MAILBAGS FREQUENTLY

Lobby Display Schedule for December

Displays in All Post Office Lobbies—All Classified Units

Posters, notices and signs mandatory for display in post office lobbies are listed in the POM 221.522. Other mandatory posters are listed below.

Title	*Issued*
Poster 74, *Packaging Pointers*	September 1978.
Your Federal Lawmakers	August 1979.

Rotating Displays—All Classified Units (CAG A-G Offices)

The December schedule of lobby poster displays for post offices with 950 or more revenue units is listed by priority below:

A=first priority, following mandatory displays; B=second priority, etc.

Priority	*Title*	*Poster No.*	*Post*	*Remove*
B	Winter Olympics Souvenir Folder.	425	January 25	Continuous display.
A	1980 Mint Set	441	November 14	do
B	The Dollar of the Future		do	do
A	Stamps & Stories 7th Edition	440	October 6	do
A	Express Mail Next Day Service—That's Reliability.	62	November 1	December 31.
A	Good News Travels Better in a Letter with the Right ZIP.	69	November 10	March 1.
A	Christmas Mail Early	2, 2A & 2B	do	December 24.
A	Gladys Knight & the Pips Christmas.	58	November	do
A	Priority Mail Christmas Poster	45	December 1	do
A	Christmas	439	November 28	December 31.

NOTE.—All post offices are reminded that Poster 31-B is a mandatory posted item. A new edition (April 1979) is available at Supply Centers.

Mandatory All Offices All Units

A	Gold Medallion (counter card)	July 15	When notified

Specialized Program Displays

Using the same priority system, main post offices and classified stations and branches designated to offer specific service or participate in specialized programs will display the following items until notice is given to replace or remove them:

A	Clear Plastic Screenline Displays: '79 Mint Set: Collecting Kits; Coral Reef: Folder; Women's Mint Set; Stamps & Stories 7th Edition; Good News Travels Better in a Letter With the Right ZIP.

—*Delivery Services Dept., 11-27-80.*

Special Cancellation

Postmasters who have special Autistic Children cancelling machine die hubs are authorized to use them during the period December 1 through December 31, 1980. After the authorized period, withdraw the die hubs and retain them for future use.—*Rates & Classification Dept., 11-27-80.*

1980 Gold Medallion Program

The Bureau of the Mint has announced a further extension of the ordering period for the 1980 gold medallions. All postal facilities will display the promotional materials and accept customers' orders through February 28, 1981.—*Delivery Services Dept., 11-27-80.*

EXPANDED POSTMASTER CRITERIA

The implementation of the Expanded Postmaster Ranking Criteria for offices EAS A through 22 is complete. The system is modified to allow additional credit in two areas.

The administrative postmaster will be credited with 0.1 Workload Service Credits (WSCs) for each intermediate highway contract route box, and 0.2 Workload Service Credits for each intermediate rural route box. Form 150 (formerly 150-X) now includes this workload information and is reproduced on pages 4, 5, and 6 of this POSTAL BULLETIN.

To receive the additional WSCs a postmaster must submit a request for review (RFR) on the basis of current workload data utilizing the Form 150. All RFRs are subject to the provisions of the Zone of Tolerance.

The MSC Manager, or designee, will verify the workload data and forward through appropriate channels to the Regional Compensation Division.

Form 150 will not be available in supply centers until January.

U.S. POSTAL SERVICE

POSTMASTER WORKLOAD INFORMATION INSTRUCTIONS

1. Enter current evaluated office level.
2. Enter the 6 digit post office finance number.
3. Enter number of general delivery families served.
4. Enter total number of lock boxes and call boxes *rented.* Do not confuse with the total number available. This total should include boxes rented at classified stations/branches as well as the main office including GPO's.
5. Enter total possible city deliveries. The total reported should equal the total possible deliveries shown on Form 1621, Carrier Route Report, for the previous accounting period.
6. Enter the number of administrative boxes served. This is the number of rural route boxes served, within your ZIP Code ONLY by carriers adminstratively reporting to you. Do not include boxes on the routes which are in the ZIP Code of an intermediate office.
7. Enter the number of intermediate rural boxes served. This is the number of rural boxes, within your ZIP Code, served by a carrier administratively reporting to another postmaster. For credit, the mail must be incoming to your office and separated to the routes within your ZIP Code by you or your employees prior to carrier sequencing.
8. Enter the number of intermediate rural boxes for which you are administratively responsible. This is the number of boxes served by a carrier administratively responsible to you, but which are located in the ZIP Code for another office.
9. Enter the number of administrative highway contract star route boxes served. This is the total number of star route boxes served within your ZIP Code ONLY by a contractor for whom you have administrative responsibility. Do not include boxes on the routes which are in the ZIP Code of an intermediate office.
10. Enter the number of intermediate highway contract star route boxes served. This is the total number of star route boxes served within your ZIP Code ONLY by a contractor who administratively reports to another Postmaster. For credit the mail must be incoming to your office and separated to the the contract route by you or your employees.
11. Enter the number of intermediate highway contract star route boxes for which you are administratively responsible. This is the number of boxes served by a contractor for whom you are administratively responsible and which are located in the ZIP Code of another office.
12. Enter the number of classified stations and/or branches that have carrier delivery service.
13. Enter the number of classified finance stations and/or branches (without carrier delivery service) staffed by postal employees.
14. Enter the total number of contract stations, rural stations and community post offices.
    (a) A contract station is a detached finance unit manned by non-postal employees.
    (b) A rural station is a lockbox delivery unit serviced by a rural carrier.
    (c) A community post office is a contract unit which provides service in a small community.
15. To receive credit for a seasonal workload increase the items shown on the seasonal workload portion of the form must show a 25% increase and must last for a minimum of 8 weeks. The Christmas Season is not to be considered as a seasonal workload increase. Should your office have a seasonal workload increase you should enter the exact number of weeks the season lasts and complete the seasonal workload portion of the form in its entirety.

QUESTIONS 16 THRU 25 SHOULD BE ANSWERED Y (YES) OR N (NO)

16. Does office separate massed outgoing mail originating in other associate offices to three digit ZIP CODE designating offices and/or area distribution centers and demonstrate a culling, facing and cancelling operation?
17. Does office separate massed three digit sorted incoming mail to a five digit sort for other associate offices?
18. Does office separate incoming mail to carrier routes for other associate offices?
19. Does office separate all incoming letter size mail to city, rural and/or star routes?
20. Does office separate all incoming flats to city and/or rural carrier routes without assistance from an MPC?
21. Do you have a vehicle maintenance facility under your jurisdiction?
22. Do you have an air transfer office under your jurisdiction?
23. Do you occupy a government-owned building and lease a portion of the building to someone else?
24. Does your office operate a Multiple Position Letter Sorting Machine (MPLSM) or Single Position Letter Sorting Machine (SPLSM)?
25. Does your office distribute food stamps?

PS Form 150,
Aug. 1980

U.S. POSTAL SERVICE
POSTMASTER WORKLOAD INFORMATION

POST OFFICE, STATE AND ZIP CODE	POSTMASTER (*Signature*)	DATE
MSC OFFICE, STATE AND ZIP CODE	MSC MANAGER (*Signature*)	DATE
DISTRICT OFFICE, STATE AND ZIP CODE	DISTRICT MANAGER (*Signature*)	DATE

1 CURRENT OFFICE LEVEL

2 FINANCE NUMBER

3 GENERAL DELIVERY FAMILIES SERVED

4 LOCK BOXES/CALL BOXES RENTED

5 POSSIBLE CITY DELIVERIES

6 ADMINISTRATIVE RURAL BOXES SERVED

7 INTERMEDIATE RURAL BOXES SERVED

8 ADMINISTRATIVE RESPONSIBILITY FOR INTERMEDIATE RURAL BOXES FOR OTHER OFFICES

9 ADMINISTRATIVE HIGHWAY CONTRACT/STATION BOXES SERVED

10 INTERMEDIATE HIGHWAY CONTRACT/STATION BOXES SERVED

11 ADMINISTRATIVE RESPONSIBILITY FOR INTERMEDIATE HIGHWAY CONTRACT BOXES FOR OTHER OFFICES

12 NUMBER OF CARRIER STATIONS/BRANCHES

13 NUMBER OF FINANCE STATIONS/BRANCHES

14 NUMBER OF CONTRACT STATIONS/BRANCHES AND COMMUNITY POST OFFICES

15 A. DOES OFFICE EXPERIENCE A SEASONAL WORKLOAD? ☐ YES OR ☐ NO

B. DURATION OF SEASONAL WORKLOAD (Minimum 8 weeks)

16 DOES OFFICE PERFORM OUTGOING DISTRIBUTION FOR OTHER OFFICES? ☐ YES OR ☐ NO

PS Form 150
AUG. 1980

17	DOES OFFICE PERFORM INCOMING PRIMARY DISTRIBUTION FOR OTHER OFFICES?	☐
18	DOES OFFICE PERFORM INCOMING SECONDARY DISTRIBUTION FOR OTHER OFFICES?	☐
19	DO YOU SEPARATE ALL INCOMING LETTER SIZE MAIL TO CITY AND RURAL CARRIER ROUTES FOR YOUR OWN OFFICE?	☐
20	DO YOU SEPARATE ALL INCOMING FLAT MAIL TO CITY AND RURAL CARRIER ROUTES FOR YOUR OWN OFFICE?	☐
21	DO YOU HAVE RESPONSIBILITY FOR VEHICLE MAINTENANCE FACILITIES?	☐
22	DOES YOUR OFFICE HAVE ADMINISTRATIVE RESPONSIBILITY FOR AN AIR TRANSFER OFFICE?	☐
23	IS POSTMASTER LESSOR FOR GOVERNMENT OWNED BUILDING?	☐
24	DOES OFFICE HAVE MPLSM/SPLSM?	☐
25	DOES OFFICE DISTRIBUTE FOOD STAMPS?	☐

SEASONAL WORKLOAD

	NORMAL	DURING SEASONAL PERIOD
GENERAL DELIVERY FAMILIES SERVED	______	______
LOCK BOXES/CALL BOXES RENTED	______	______
POSSIBLE CITY DELIVERIES	______	______
ADMINISTRATIVE RURAL BOXES	______	______
INTERMEDIATE RURAL BOXES	______	______
ADMINISTRATIVE RESPONSIBILITY/NUMBER INTERMEDIATE RURAL BOXES	______	______
ADMINISTRATIVE HIGHWAY CONTRACT/STAR BOXES SERVED	______	______
INTERMEDIATE HIGHWAY CONTRACT/STAR BOXES SERVED	______	______
ADMINISTRATIVE RESPONSIBILITY/NUMBER INTERMEDIATE HIGHWAY CONTRACT BOXES	______	______

—*Employee Relations Dept., 11-27-80.*

VACANT REGULAR RURAL ROUTES LISTING NO. 80-51

The vacant rural routes listed below will be posted for bid in accordance with the USPS-NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this POSTAL BULLETIN. Those rural carriers having special bidding rights as defined in the USPS-NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
CENTRAL REGION					
Illinois	Petersburg	62675	01	49:54 (46J)	73.95
	Browns	62818	01	41:06 (41S)	96.95
Kansas	Lawrence	66044	04	53:55 (45K)	54.00
Kentucky	Adolphus	42120	01	47:28 (44J)	86.70
Minnesota	Marshall	56258	01	45:52 (46H)	104.45
Missouri	Marthasville	63357	01	43:13 (43H)	80.95
	Carl Junction	64834	01	41:08 (41H)	60.25
	Springfield	65801	04	48:34 (45J)	59.65
Nebraska	Ord	68862	03	38:15 (38S)	98.15
North Dakota	Westhope	58793	01	29:30 (30S)	80.95
Ohio	Lakeview	43331	03	41:04 (41H)	25.85
	Napoleon	43545	05	42:19 (42H)	68.72
	do	43545	05	36:46 (37S)	61.70
	Warren	44481	05	43:56 (44H)	36.10
	Paulding	45879	01	44:16 (44H)	73.75
Wisconsin	Edgerton	53534	02	44:55 (41J)	98.65
	Platteville	53818	03	42:08 (42H)	68.95
	Coloma	54930	01	29:25 (29S)	66.05
EASTERN REGION					
Maryland	Baltimore	21233	06	40:19 (40H)	27.90
New York	Walton	13856	01	49:15 (45J)	96.55
	Palmyra	14522	03	50:21 (42K)	41.80
	Campbell	14821	02	38:09 (38S)	56.30
Pennsylvania	Export	15632	02	51.11 (43K)	44.80
	Quakertown	18951	01	42:46 (43H)	28.60
	do	18951	03	45:28 (46H)	43.60
Virginia	Oakton	22124	47	43:28 (44H)	26.60
	Hot Springs	24445	02	50:22 (46J)	78.30
West Virginia	Leon	25123	01	31:23 (31S)	98.10
	do	25123	02	28:59 (29S)	55.00
	Gallipolis Ferry	25515	01	39:52 (40S)	71.50
NORTHEAST REGION					
Massachusetts	Westminster	01473	03	45:40 (42J)	38.05
Connecticut	South Windsor	06074	01	53:35 (45K)	37.10
SOUTHERN REGION					
Alabama	Grove Hill	36451	03	37.00 (37S)	52.70
	Opp	36467	01	48.02 (40K)	86.95
	Daphne	36526	04	52.40 (44K)	40.80
	Irvington	36544	02	36.28 (37S)	41.20
	Mobile	36601	13	35.40 (36S)	40.00
	do	36601	16	37.10 (37S)	40.90
Florida	Milton	32570	12	37.55 (38S)	48.15
Georgia	Lilburn	30247	03	41.13 (41H)	22.40
	Thomasville	31792	02	50.30 (46J)	84.30
North Carolina	Conover	28613	03	53.26 (45K)	46.00
Oklahoma	Davis	73030	01	50.13 (46J)	100.00
	Sulphur	73086	01	30.01 (30S)	91.70
South Carolina	Ward	29166	01	28.01 (28S)	74.15
	North Myrtle Beach	29582	02	45.08 (41J)	50.00
Tennessee	Manchester	37355	05	47.12 (42J)	83.30
	Dyersburg	38024	02	47.27 (43J)	56.65
	Bath Springs	38311	01	30.42 (31S)	68.90
Texas	Harlingen	78550	06	54.24 (45K)	30.40

*The "Route Classification and Evaluation" published in this POSTAL BULLETIN may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

—Labor Relations Dept., 11-27-80.

All Personnel Processing Mail for Dispatch Abroad

FOREIGN ORDER NOTICE 27

A tentative *Lottery order* has been issued against:

CANADA

Vancouver, BC

North American Headquarters
P.O. Box 23468—Vancouver AMF
and
Box 23468—Vancouver AMF
North American Headquarters
P.O. Box 1300 Stn. A
701 W. Hastings St.
and
P.O. Box 1300 Stn. A

Ireland

Rosanna Moore
33 Sandford Ave.
S.C. Road
Dublin

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to the Postmaster of New York, NY 10001, Attention: Claims, Inquiry and Undeliverable Mail, Room 4508. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all SCFs and designated International Exchange Offices.—*Judicial Officer, 11-27-80.*

POST OFFICE CHANGES NO. 31

(Supplemental to 1980 National ZIP Code and Post Office Directory.)

Abbreviations: B=Branch. C=City Delivery. Conv.=Converted. CPO=Community Post Office. Disc.=Discontinued. Estab.=Established. F=Finance. Fac.=Facility. I=Independent Post Office. IC=Independent City. MOU=Money Order Unit. MPO=Main Post Office. MR=Mailing Restrictions (from Part 125 DMM) apply. NP=Nonpersonnel. NZCD=National ZIP Code and Post Office Directory. P=Postal facility discontinued, name retained for address purposes. Resc.=Rescinded. S=Station. x=Classified. (Contract stations and branches do not have the symbol "x" following the symbol of type of installation.)

Symbols: (1)=Officially closed on date shown. Notice is for administrative record purposes. (2)=Officially established on date shown. Notice is for administrative record purposes. (3)=All services previously terminated. Date shown is official discontinued date for administrative purposes.

State	Name of post office	County/parish	Name of station, branch, or unit	Type S/B	ZIP Code	Change action	Effective date	Explanation of change
CA	Cartago	Inyo		I	93530	Delete	12-26-80	PO disc. Change ZIP Code only. Continue address of Cartago, CA. (1)
CA	do	do		P	93549	Add	12-26-80	
CA	Fontana	San Bernardino	Morrill	B	92335	Delete	9-28-79	B disc. Retain ZIP Code. (3)
CA	Fresno	Fresno	Herndon	CPO	93706	Delete	9-28-79	CPO disc. Retain ZIP Code. (3)
CA	Pinedale	do		I	93650	Delete	12-26-80	PO converted to Sx. Retain ZIP Code. (1)
CA	Fresno	do	Pinedale	Sx	93650	Add	12-26-80	
CA	San Fernando	Los Angeles	Norwood Center	S	91343	Delete	11-21-80	S disc. Retain ZIP Code. (1)
CA	San Pedro	do	Western Avenue	B	90732	Delete	8-30-79	B disc. Retain ZIP Code. (3)
CA	Vallejo	Solano	Larwin Plaza	S	94590	Delete	4-30-79	S disc. Retain ZIP Code. (3)
CA	Vista	San Diego	Palo Vista	S	92083	Delete	12- 3-79	S disc. Retain ZIP Code. (3)
CO	Colorado Springs	El Paso	Fountain Valley School	CPO	80911	Delete	6-20-80	CPO disc. Retain ZIP Code. (3)
CO	do	do	Knob Hill	Sx	80910	Delete	4-30-80	Sx disc. Retain ZIP Code. (3)
CO	Englewood	Arapahoe	Cherrelyn	S	80110	Delete	4- 3-79	S disc. Retain ZIP Code. (3)
CO	Golden	Jefferson	Colorado Sierra	CPO	80401	Delete	5- 1-80	CPO disc. Retain ZIP Code. (3)
CT	Bridgeport	New Haven	Center	B	06611	Delete	6-13-80	B disc. Retain ZIP Code. (3)
FL	Bradenton	Manatee	Braden Castle	CPO	33508	Delete	4- 4-79	CPO disc. Retain ZIP Code. (3)
FL	Homestead	Dade	Leisure City	B	33033	Delete	4-11-80	B disc. Retain ZIP Code. (3)
FL	Saint Petersburg	Pinellas	Webb City	S	33701	Delete	4- 9-80	S disc. Retain ZIP Code. (3)
FL	Tallahassee	Leon	Florida State University	S	32306	Add	10- 3-80	S estab. (2)
FL	do	do	Lafayette	CPO	32301	Delete	3-10-80	CPO disc. Retain ZIP Code. (3)
GA	Atlanta	Fulton	Blair Village	S	30354	Delete	11- 1-80	S disc. Retain ZIP Code(1).
GA	Decatur	DeKalb	South DeKalb	B	30034	Delete	11- 1-80	B disc. Retain ZIP Code. (1)
KY	Harlan	Harlan	Coxton	CPO	40831	Delete	3-21-80	CPO disc. Retain ZIP Code. (3)
MA	Wareham	Plymouth	Swifts Beach	CPO	02571	Delete	6-15-80	CPO disc. Retain ZIP Code. (3)
MS	Fruitland Park	Forrest		I	39436	Delete	12-26-80	PO Disc. Change ZIP Code only. Continue address of Fruitland Park, MS. (1)
MS	do	do		P	39577	Add	12-26-80	
MO	Eminence	Shannon	Round Spring	CPO	65467	Delete	6-30-80	CPO disc. Retain ZIP Code. (3)
MT	West Glacier	Flathead	Lake McDonald	CPO	59921	Delete	6- 1-76	CPO parent PO changed. Retain ZIP Code.
MT	Columbia Falls	do	do	CPO	59921	Add	6- 1-76	
MT	Garrison	Powell		I	59731	Delete	12-26-80	PO converted to CPO. Retain ZIP Code. (1)
MT	Deer Lodge	do	Garrison	CPO	59731	Add	12-26-80	
MT	Helena	Lewis and Clark	Montana City	CPO	59632	Delete	5-16-80	CPO and ZIP Code disc. (3)
NJ	Edison	Middlesex		MPO	08817	Change	1- 1-81	Edison, NJ, will become multi-coded, 1-1-81. These new street listings will appear in the 1981 NZCD.
NJ	do	do	MPO (PO Box Section)	MPO	08818	Add	1- 1-81	
NJ	do	do	MPO (Delivery Area)	MPO	08820	Add	1- 1-81	
NJ	do	do	MPO (Delivery Area)	MPO	08837	Add	1- 1-81	
NJ	Keansburg	Monmouth	West Keansburg	B	07734	Delete	2- 1-79	B disc. Retain ZIP Code. (3)
NY	New York	New York	APO 09147	B	09147	Add	6- 1-81	APO established MR=B, C, D & U.
NC	Gastonia	Gaston	Ranlo-Smyre	B	28052	Delete	5-31-79	B disc. Retain ZIP Code. (3)
NC	do	do	Pinkney	CPO	28052	Delete	10- 9-79	CPO disc. Retain ZIP Code. (3)
OH	Columbus	Franklin	Rickenbacker AFB	Bx	43217	Delete	6-31-80	Bx disc. Retain ZIP Code. (3)
TX	Coleman	Coleman	Glen Cove	B	76843	Delete	2- 1-80	B and ZIP Code disc. (3)
TX	Singleton	Grimes		I	77877	Delete	12-26-80	PO disc. Change ZIP Code only. Continue address of Singleton, TX. (1)
TX	do	do		P	77861	Add	12-26-80	
WA	Bow	Skagit	Allen	CPO	98232	Delete	10-31-80	CPO disc. Retain ZIP Code. (1)
WI	Danbury	Burnett	Webb Lake	CPO	54882	Delete	10-13-80	CPO disc. Retain ZIP Code. (1)
WI	Wisconsin Rapids	Wood	C	S	54494	Delete	10- 4-80	S disc. Retain ZIP Code. (1)
WY	Wheatland	Platte	Dwyer	CPO	82211	Delete	12-31-79	CPO and ZIP Code disc. (3)

—*Delivery Services Dept., 11–27–80.*

STAYING WARM

You can stay warm in your office this winter while your building is kept at 65 degrees in accordance with the nation's energy conservation guidelines. Here are ways you can do so with only a little effort on your part. At the same time, you will be contributing to saving our scarce natural resources.

Incidentally, these tips work just as well at home as in your office.

Winter Wardrobe

Wear several layers of clothing to trap warm air next to your body while allowing moisture to escape. For outer layers, bulky fabrics that are fluffy or springy, such as those made of wool, are best.

For example, putting on a lightweight sweater makes you two degrees warmer; a single heavy sweater adds up to four degrees; and one lightweight sweater over another adds up to five degrees.

Take special care to keep your neck, arms, and feet warm. If they aren't, the rest of you may not be comfortable. Choose a long-sleeved shirt and wear a tie, or a blouse with a high neckline. Wear heavy socks and loose-fitting shoes that allow good circulation. If your feet tend to get cold, try adding knit shoe liners. Shoes with thick rubbery soles can insulate you from the cold floor.

Men should wear three-piece suits or two-piece suits with sweaters.

For women, a pants or other suit is warmer than a dress—and pants are one degree warmer than a skirt. For extra warmth with a skirt, choose opaque or textured hose and comfortably fitting dress boots.

Lunch

Remember that food is fuel for keeping warm. Eat well-balanced meals. Try that bowl of hot chili but skip the cocktail. Despite the glow, alcohol makes you lose body heat more quickly.

At Your Workplace

Shut doors to hallways and adjacent offices to reduce air flow. Even a gentle draft can make you feel several degrees colder.

Exercise distributes body warmth and keeps you alert. When you run an errand, take the stairs instead of the elevator. Take a brisk walk down a corridor during a break.

On clear days, let the sun shine in! The heat gain from solar energy will boost the temperature. On dreary or windy days, lower the blinds and close the drapes to keep heat inside. Always close drapes and blinds when leaving at night to conserve daytime office warmth.

Make sure that warm air from radiators or heating vents isn't blocked by furniture or office equipment.

Do not attempt to increase or reduce air flow by closing or opening vents or taping over vents. This causes imbalance of the entire heating system. Instead, contact maintenance personnel for adjustments.

If you see gaps or leaks around window frames, report them to the building manager.—*Employee Relations Dept., 11-27-80.*

International First Flight Cachet (Correction)

Eastern Airlines

The applicable rate of postage per cover to Santo Domingo is 25 cents per half ounce instead of the 31 cents announced in POSTAL BULLETIN 21271 (11-13-80).—*Customer Services Dept., 11-27-80.*

MAKE ANNUAL EXAMINATIONS OF ALL LOCKS AND KEYS TO ASSURE THAT INDIVIDUAL CLERKS' KEYS WILL NOT OPEN LOCKED DRAWERS, SAFE COMPARTMENTS, OR STAMP CABINETS OF OTHER EMPLOYEES.

Warning Notice—Unrecovered Stolen Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)

The following money orders are void and should not be cashed: (1) All card type orders. (2) New style orders 000,000,001—291,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, KIA OB1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21272 article.

295,946,650 to 6,661
296,077,001 to 7,053
296,077,201 to 7,300
297,173,660 to 3,900
297,213,342 to 3,500
297,444,801 to 5,500
297,700,501 to 0,700
298,072,101 to 2,600
299,902,655 to 2,700
305,253,101 to 3,600
306,165,495 to 5,500
306,698,463 to 8,500
306,933,345 to 3,400
307,200,601 to 1,000
307,806,061 to 6,100
310,917,957 to 8,100
310,956,020 to 6,200
311,577,901 to 8,100
311,994,658 to 4,700
314,162,132 to 2,200
315,105,301 to 5,500
315,788,118 to 8,140
317,630,301 to 0,400
321,087,737 to 7,800
321,272,306 to 2,400
321,489,229 to 9,300
322,180,820 to 1,000
323,294,360 to 4,400
323,296,838 to 6,856
323,297,695 to 7,730
323,485,231 to 5,240
323,997,101 to 7,400
326,023,246 to 3,300
328,436,401 to 6,500
331,892,798 to 3,000
332,069,432 to 9,500
336,646,801 to 7,300
336,661,265 to 1,500
336,825,701 to 7,000
336,909,925 to 0,000
337,395,212 to 5,300
338,038,706 to 8,800
338,891,701 to 2,200
339,519,801 to 9,900
339,735,184 to 5,200
340,711,001 to 3,000
341,462,701 to 2,900
343,703,708 to 3,900
343,760,901 to 1,000
343,945,919 to 5,940
344,536,201 to 6,400
344,821,230 to 1,297
344,854,601 to 4,700
345,299,801 to 9,900
345,986,501 to 6,600
347,238,201 to 8,300
347,975,946 to 5,959
348,086,296 to 6,300
348,190,501 to 0,900
349,779,757 to 9,800
351,452,949 to 3,000
351,490,001 to 0,600
353,461,741 to 1,800
355,360,601 to 1,000
357,010,401 to 0,500
357,339,409 to 9,455
358,180,401 to 0,600
359,269,750 to 9,790
359,547,122 to 7,150
359,790,481 to 0,540
359,791,901 to 1,920
359,994,676 to 4,700
361,168,730 to 8,900
361,201,906 to 2,100
362,295,806 to 5,819
363,463,501 to 4,500
363,475,801 to 6,100
363,496,901 to 7,000
363,633,090 to 3,100
363,794,701 to 5,200
365,301,401 to 1,500
365,318,801 to 9,000
365,867,401 to 7,500
365,867,517 to 7,600
366,888,911 to 9,000
366,967,107 to 7,200
367,683,901 to 4,000
368,108,160 to 8,600
368,416,575 to 6,600
368,773,419 to 3,500
368,847,601 to 7,700
370,494,001 to 4,200
370,549,601 to 50,000
370,783,700 to 3,800
372,401,123 to 1,500
372,429,101 to 9,500
374,013,262 to 3,300
374,433,401 to 4,000
374,988,860 to 8,880
375,079,981 to 80,030
375,192,501 to 2,700
375,432,201 to 2,500
377,011,946 to 2,400
379,786,742 to 6,760
390,557,101 to 7,170
390,581,961 to 2,040
390,986,708 to 6,730

MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices, including Inspection Service Forms 577, should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below). Destroy PB 21272 listing. **B. Old Style.** (Gray). **C. Counterfeit.** The listing from PB 21240 remains valid for both B. and C.

165 705 7000 to 7999
210 868 4500 to 4699
211 436 5608 to 5699
213 578 4229 to 4399
217 210 7100 to 7299
217 268 2574 to 2699
217 667 3400 to 3599
217 902 4181 to 4299
218 755 4591 to 4699
220 350 0000 to 0999
221 371 4600 to 4999
221 626 2100 to 2299
221 661 5318 to 5499
222 224 8100 to 8499
222 536 2000 to 2299
224 206 6400 to 6491
224 554 9830 to 0399
225 268 1655 to 1799
225 711 9700 to 9999
225 712 0000 to 0999
225 767 2000 to 2299
227 097 4600 to 4699
227 254 9800 to 0099
227 611 4000 to 4599
229 117 4866 to 4999
229 346 9900 to 9999
229 434 3500 to 3599
229 531 9700 to 9899
229 563 1918 to 1999
229 576 1800 to 1899
230 826 8683 to 8799
231 147 0883 to 1499
231 525 7893 to 7999
232 295 7249 to 7599
232 665 0292 to 0399
233 262 7907 to 7999
233 407 5872 to 5899
233 516 6100 to 6199
233 638 1200 to 1799
234 031 6456 to 6999
234 261 4500 to 4599
234 431 3655 to 3699
234 659 4000 to 4199
234 659 8700 to 8999
234 802 1060 to 1199
234 997 1000 to 1599
235 254 2060 to 2099
236 388 4842 to 5099
236 576 9520 to 9599
236 755 8000 to 8099
236 937 5803 to 5999
236 941 5400 to 5499
237 413 7500 to 7599
237 423 4111 to 4199
237 457 5600 to 5699
237 457 5800 to 5899
237 702 6823 to 6899
237 702 6921 to 6999
238 165 7700 to 7799
238 169 7587 to 7599
238 377 4508 to 4599
238 586 3100 to 3299
239 199 0700 to 1099
239 204 9916 to 9999
239 481 4728 to 4799
239 549 7116 to 7499
239 575 2000 to 2199
239 596 4800 to 4999
239 985 7000 to 7499
240 108 6501 to 6599
240 252 6400 to 6899
240 256 2900 to 3199
240 639 3561 to 3599
240 855 7000 to 7099
240 901 5900 to 5999
241 081 9274 to 9299
241 224 7209 to 7299
241 685 5124 to 5199
241 694 1800 to 1899
241 902 2600 to 2799
242 021 2262 to 2499
242 585 4155 to 4299
242 591 4500 to 4699
242 605 0000 to 0999
242 621 8314 to 8399
242 816 1337 to 1399
243 112 4109 to 4120
243 228 7200 to 7499
243 766 6730 to 6799
243 805 0000 to 0299
243 906 7800 to 8199
244 299 2000 to 2199
244 366 8800 to 8899
244 381 3024 to 3099
244 525 0719 to 0799
244 657 7700 to 7899
244 678 2333 to 2499
244 743 7100 to 7399
244 895 5575 to 5599
245 103 9300 to 9399
245 103 9400 to 9499
245 118 6754 to 6768
245 279 1420 to 1448
245 279 1510 to 1599
245 591 1626 to 1799
245 695 0346 to 0399
245 973 2677 to 2699
246 076 7300 to 7399
246 155 4048 to 4099
246 155 5000 to 5499
246 402 6511 to 6599
246 608 6300 to 6399
246 609 9545 to 9799
246 816 2600 to 2699
246 973 1372 to 1399
247 012 0500 to 0599
247 066 9300 to 9399
247 086 4200 to 4299
247 113 5635 to 5699
247 490 1960 to 1999
247 490 2086 to 2099
247 497 4000 to 4099
247 544 0200 to 0214
247 575 4400 to 4499
247 929 6417 to 6799
247 983 1511 to 1899
248 120 4322 to 4399
248 244 7246 to 7299
248 317 7624 to 7699
248 397 2163 to 2199
248 423 4864 to 4899
248 440 7916 to 7971
248 718 7317 to 7399
249 680 4872 to 4899
249 945 6900 to 6999
249 996 6000 to 6099
249 996 6300 to 6499
250 452 4971 to 4999
250 483 0600 to 0699
250 547 7046 to 7099
250 565 7029 to 7040
250 833 7200 to 7399
250 919 5218 to 5299
250 951 4340 to 4363
250 991 9778 to 9799
251 518 6281 to 6399
251 964 6056 to 6199
251 997 2913 to 2999
252 171 2041 to 2056
252 206 2101 to 2199
252 206 9532 to 9599
252 235 4400 to 4499
252 235 4581 to 4899
252 238 2299 to 2399
252 432 6988 to 6999
252 891 1159 to 1199
253 175 2670 to 2699
253 192 7311 to 7399
253 293 5931 to 5940
253 446 4033 to 4099
253 547 6013 to 6049
253 547 6054 to 6099
253 747 6924 to 6999
254 107 8590 to 8599
254 107 8913 to 8999
254 254 4490 to 4499
254 259 8867 to 8899
254 259 8951 to 9099
254 740 8408 to 8445
255 125 5568 to 5599
255 125 8500 to 8599
255 150 5300 to 5399
255 176 5373 to 5399
255 276 0949 to 0999
255 281 2647 to 2699
255 440 4800 to 4899
255 440 4900 to 4999
255 754 3621 to 3699
255 857 4749 to 4799
256 140 5400 to 5499
256 193 5100 to 5159
256 695 0525 to 0599
258 444 7185 to 7199
258 480 2600 to 2899
258 618 0254 to 0299
258 643 2765 to 2774
258 950 5217 to 5299
258 950 5433 to 5499
259 084 1386 to 1399
259 227 0000 to 1499
259 340 0828 to 0999
259 628 0956 to 0999
259 745 1300 to 1499
259 783 7821 to 7899
259 825 5819 to 5899
259 950 3053 to 3099
259 950 3300 to 3499
260 039 2699 to 2999
260 144 7415 to 7499
260 198 2856 to 2898
260 324 9000 to 9099
260 479 3500 to 3599
260 743 5000 to 5099
261 002 6451 to 6499
261 052 5271 to 5299
261 175 6200 to 6299
261 459 5800 to 5899
261 459 6722 to 6799
261 533 2067 to 2299
261 954 6334 to 6399
261 965 4168 to 4199
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262 949 9200 to 9299
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263 323 0768 to 0799
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800 502 3000 to 3999
800 941 7900 to 7999
801 278 3600 to 3999
801 579 6056 to 6098
801 629 1900 to 1999
802 029 5199 to 8999
802 265 0575 to 1999
802 751 1128 to 1299

UNITED STATES POSTAL SERVICE
WASHINGTON, D.C. 20260
OFFICIAL BUSINESS

PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE, $300

U.S.MAIL

FIRST CLASS

Schedule. The Postal Bulletin is published every Thursday by the Directives and Forms Division of the U.S. Postal Service, Washington, DC 20260.

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21274

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UNITED STATES POSTAL SERVICE
U.S.MAIL

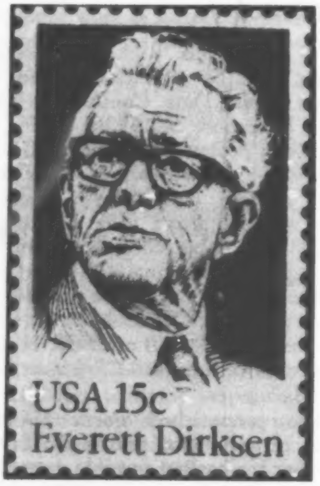
postal bulletin

PB 21274—December 4, 1980—Pages 24

15-Cent Everett Dirksen Commemorative Stamp

Description. The 15-cent Everett Dirksen commemorative stamp will be first placed on sale at Pekin, IL 61554 on January 4, 1981, anniversary of the longtime governmental leader's birth.

Do Not Sell Before January 5, 1981



Copyright U.S. Postal Service 1980

Size: 0.84 x 1.44 inches.
Issued in panes of 50.
Color: Gray.
Marginal markings: One plate number, ©United States Postal Service 1980, Use Correct ZIP Code, and Mr. ZIP.®
Designer: Ron Adair.

Collectors. First-day cover cancellations may be obtained by one of the following methods:

a. Customers Affixing Stamps. Customers are encouraged to purchase their own stamps. Covers bearing customer affixed stamps will be given preferential service. All envelopes must be addressed. Peelable return labels are recommended and a filler card of postal card thickness should be inserted in each cover. Orders must be postmarked by January 19, 1981, and should be addressed to: Customer-Affixed Envelopes, Postmaster, Pekin, IL 61554. No remittance is required.

b. Postal Service Affixing Stamps. Request first-day cancellations from: Everett Dirksen Stamp, Postmaster, Pekin, IL 61554 (see POM 244.53). Requests must be postmarked no later than January 19, 1981. Remittance is required for the face value of each stamp.

Continued on p. 2

Written Communications

You know of my commitment, not only to operational excellence, but to excellence in administrative functions as well. For this reason, I am particularly pleased that we have published a new handbook to improve the quality and handling of correspondence within the Postal Service. Handbook A–2, *Correspondence Management,* provides a comprehensive reference source for such matters as: signature authority; stationery—authorization, structure, style, use, official file copies; and correspondence codes and control.

You may find that a few of your current office procedures will require some adjustments to conform to newly prescribed practices. However, the benefits of following them will include increased productivity, improved quality of written communications, and a better capability to trace communications to their origins. The realization of these benefits is important enough for me to direct the Records Officer to oversee adherence to this new handbook.

I am confident that after only a few weeks of use, it will prove to be a unique and helpful guide.

WBolger

WILLIAM F. BOLGER
Postmaster General.

Window Clerk Training

Management Instruction EL–730–80–11, *Window Service Training Program,* for new window clerks (revision of EL–730–79–21), will be issued with an effective date of December 15, 1980. It will incorporate procedures for determining that window clerk trainees qualify/do not qualify for assignment to window duty. The procedures apply only to persons entering training on or after January 1, 1981. The procedures do not apply to those who have begun training prior to January 1, 1981. This is the only program to be used in the training of new window clerks.—*Employee Relations Dept., 12–4–80.*

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P1.3:

Continued from p. 1

Selected United States mint stamps will be available at the Philatelic Sales Division, Washington, DC 20265 beginning January 5, 1981.

Supply. All post offices under the automatic distribution system will receive an initial supply of this stamp. Before requisitioning additional stamps item no. *491,* consider that the stock should be depleted prior to March 4, 1981, at all post office outlets—except designated philatelic windows and postal stores.

Post offices with 950 or more revenue units requiring additional bulk quantities: immediately requisition on Form 3356, *Stamp Requisition—Bulk Quantities,* from the Bureau of Engraving and Printing.

All post offices requiring additional stamps in less than bulk quantities, requisition on separate Form 17, *Stamp Requisition,* from stamp distribution office.

Panels. A limited number of 8½ by 11¼-inch commemorative series stamp panels will only be available through mail order from the Philatelic Sales Division, Washington, DC 20265. The panels are printed on heavy art paper suitable for mounting.—*Customer Services Dept., 12-4-80.*

Prohibited Practice—Gratuities

As we approach the holiday season, it is important that each postal employee be aware of the policy of the Postal Service against receiving gratuities. The Code of Ethical Conduct for Postal Employees prohibits the solicitation or acceptance of a gift from any person who has interests that may be substantially affected by the performance or non-performance of an employee's official duties. This includes anyone with whom an employee has dealings on behalf of the Postal Service or any customer whom he or she serves. An exception to these provisions allows postal employees to accept unsolicited advertising or promotional items which do not exceed a retail value of $2.00. All postal employees are expected to abide by these provisions to prevent conflicts of interest and to maintain the confidence of the public in the integrity of the Postal Service and its employees.—*Employee and Labor Relations Group, 12-4-80.*

FMM Revision

Minimum Capitalization Increase—Changes

Effective October 4, 1980, the minimum cost for capitalizing personal property was increased from $100 to $500 per unit and weapons are no longer exempt from the minimum capitalization limit. In addition, all mail transport containers are expensed regardless of cost. (See POSTAL BULLETIN 21264 (9-25-80), *Personal Property Accounting.*)

Issue 2 of the *Financial Management Manual* will include the new policy. However, make the following pen and ink changes to update subchapter 510 until Issue 2 is published.

512.11—Delete.

512.12—Change to read:

Tangible items are capitalized when the property (a) has a unit cost of *$500* or more, (b) has a service life of more than one year, and (c) can be identified as an item of property throughout its useful life.

512.2—Change title to *Modifications. Change text to read:*

Expenditures for additions, modifications, or replacement of major equipment components are capitalized *when the unit cost is $500 or more and (a) the productive capacity or operating efficiency is materially increased, (b) the life of the item is significantly extended, or (c) the modification adapts the item to a different use.*

513.3—Add:

e. Minimum value equipment and all mail transport containers.

* * * * *

.32 Minimum value equipment includes mail processing, customer service, and postal support equipment costing under $500 per unit and all mail transport containers transferred to this category on October 3, 1980. The accumulated depreciation is established in a separate general ledger account and the net book value is depreciated over the equipment's weighted average remaining service life. Acquisitions after October 3, 1980, are expensed.

515.2—Add:

d. Depreciation expense is charged to the finance number accountable for the property.

e. Depreciation expense on minimum value equipment is charged to servicewide costs.

517—Change to read:

a. Personal property costing less than *$500* per unit, generally referred to as expendable equipment, *and mail transport containers.*

d. Modification costs of existing property when the *cost is under $500; and the work fails to materially increase the productive capacity or operating efficiency, and does not significantly extend the item's service life or adapt the item to a different use.*—*Finance Dept., 12-4-80.*

Christmas Vehicle Hire Contracts

All Christmas vehicle hire contracts must be submitted to the St. Louis Postal Data Center not later than December 5, 1980 in order to receive a prepunched Form 1804-B, *Postmasters Certification of Vehicle Hire Service.* For those Christmas contracts submitted after December 5, 1980, the local office **must** prepare an unpunched Form 1804-B and annotate it *Christmas* before submitting it for payment. Christmas emergency service Form 1804-B must also be annotated with the word *Christmas,* but in red.

The prepunched Form 1804-B must be submitted to the St. Louis PDC at the earliest possible date, but no later than January 12, 1981.

Contractors must be advised that although Christmas contracts can run through December 31, 1980, a one-time only Christmas payment will be made in mid-January.—*Delivery Services Dept., 12-4-80.*

Domestic Money Order Inquiry

Form 6401, *Domestic Money Order Inquiry,* April 1979, is available and should be ordered from supply centers. This form has replaced *all* previous money order inquiry forms which are now obsolete and must be destroyed. Some of the old forms do not meet minimum mail size requirements and are causing mail processing problems.

POSTAL BULLETINS 21204 (8-16-79), 21217 (11-1-79), and 21262 (9-11-80) announced this replacement.—*Rates & Classification Dept., 12-4-80.*

ELM Revision

PROGRAM FOR ALCOHOLIC RECOVERY

The following revision will be incorporated in Issue 5 of the EMPLOYEE AND LABOR RELATIONS MANUAL (ELM).

870 PROGRAM FOR ALCOHOLIC RECOVERY

871 INTRODUCTION

871.1 Definitions

.11 Alcoholism is a complex disease characterized by the uncontrolled use of alcohol. Alcoholism may seriously affect the victim's health, personal life and/or job performance and, if untreated, the victim suffers increased deterioration of physical and mental health and, almost invariably, early death. Problem drinking is generally considered to be an early stage of alcoholism.

.12 The Program for Alcoholic Recovery (PAR) is a formal, nondisciplinary program designed to assist alcoholic employees to recover from the disease, thereby eliminating its harmful effects on the employee's employment and personal life.

871.2 Policy

.21 Participation in PAR is voluntary and will not jeopardize the employee's job security or promotional opportunities. However, participation in the program does *not* guarantee against disciplinary action for continuing failure to meet acceptable standards of work performance, attendance and/or conduct.

.22 PAR is administered nationwide by the Postal Service, and is in conformance with applicable collective bargaining agreement provisions.

872 PROGRAM ELEMENTS

872.1 Education

A continuing educational program for all employees regarding the disease of alcoholism will be conducted by PAR personnel at the national, regional, and local levels.

872.2 Identification

Although the factors causing alcoholism may be complex and obscure, there are recognizable patterns of behavior that help to identify employees afflicted with the disease. The following behavior patterns are among those which should be considered as possible indicators of an alcohol-related problem:

a. absenteeism,
b. deteriorating performance,
c. on-the-job intoxication,
d. tardiness,
e. lack of dependability, and
f. negative attitude changes.

872.3 Referral and Interview

.31 Postal managers and supervisors who have identified employees with apparent alcohol-related employment problems have the responsibility of referring such employees to the program and should contact PAR personnel for assistance and information regarding proper referral procedures. Management has the authority to require the employee to attend an initial PAR interview.

.32 Other possible referral sources are:

a. Union representatives,
b. medical personnel,
c. family,
d. fellow employees,
e. judicial or social service agencies, or
f. the employee concerned.

872.4 Recovery Resources

There are PAR offices in most major postal facilities which are staffed by PAR Coordinators and PAR Specialists who are trained to counsel employees who seek their assistance. A variety of programs and treatment facilities are available to assist in recovery and may be recommended by the PAR Coordinator. If hospitalization or detoxification is recommended, requests for sick leave, leave without pay, annual leave, or advanced sick leave will be given careful consideration.

872.5 Follow-up

Once an employee has been referred to PAR and has begun participating in the program, the employee's manager or supervisor involved should contact the PAR Coordinator or PAR Specialist concerning the employee's continued participation and progress toward recovery.

873 REINSTATEMENT OF RECOVERED ALCOHOLICS

873.1 Policy

.11 Where alcoholism was a primary contributing factor to events which led to an employee's removal from the Postal Service, that individual does not necessarily lack the potential to become a productive postal employee in the future. Those who recover from the disease of alcoholism may be fully employable, and their request for reinstatement should be given serious consideration, recognizing that the experience gained in the former postal employment is a potentially valuable asset.

.12 In reviewing such reinstatement requests, local management will consider the former employee's postal work history and the nature of the charges which led to removal as well as the eligibility factors set forth below.

873.2 Eligibility

.21 Reinstatement of an individual whose removal from the Postal Service was related to alcoholism may be considered when:

a. The individual submits a written request for reinstatement, accompanied by a "Consent to Disclosure Form," indicating the employee's written consent to waiver of Privacy Act restrictions on disclosure of records.

b. The individual has satisfactorily participated in a recognized recovery program for a minimum of six months prior to application for reinstatement and is willing to provide employing officials with written certification as to satisfactory participation. PAR personnel will assist the employing officials, where feasible, in ascertaining whether the individual has been rehabilitated to the extent that reinstatement should be considered.

c. The individual is willing to accept reinstatement on the basis of continued participation in a PAR coordinated program.

d. The individual is willing to accept reinstatement with the understanding that future alcohol-related employment problems may be cause for removal.

.22 When the above criteria have been met, each case will be judged on its own merits.

873.3 Procedures

For procedural requirements regarding reinstatement, see Handbook P–11, *Personnel Operations*, Subchapter 260, and ELM, 323.

873.4 Responsibilities

.41 Employing officials must give serious consideration to requests for

Continued on p. 4

HANDBOOK A-2

The U.S. Postal Service Handbook A-2, *Correspondence Management,* has been published and distributed.

A. Purpose

This handbook sets forth policies and procedures governing Postal Service correspondence, as prescribed by Part 359 of the ADMINISTRATIVE SUPPORT MANUAL.

It is the primary reference source for postal personnel who write, review, type, sign, and file Postal Service correspondence.

B. Distribution

1. Criterion. This handbook is being given a wide general distribution to facilities responsible for the subject areas covered.

2. PMG Correspondence Addendum. Postmaster General's correspondence procedures have been printed as an addendum to this handbook for distribution to Headquarters and regional headquarters offices only.

3. Authorized Holders. Copies of this handbook are being mailed directly to the following facilities:

Facility:	*Quantity*
Automatic Data Processing Centers	2
Buildings Management & Engineering Offices	1
Bulk Mail Centers	Varies
Districts	2
Eastern Area Supply Center	5
Field Real Estate & Buildings Offices	3
Inspectors in Charge	Varies
Mail Classification Centers	1
Mail Equipment Shops	2
Mail Depositories & Repair Centers	1
Maintenance Capable Offices	2
Maintenance Technical Support Centers	6
Mechanization Overhaul Centers	1
Money Order Division	1
National Test Administration Center	1
Postal Data Centers	Varies
Postal Employee Development Centers	10
Post Offices:	
CAG A	10
CAG B	6
CAG C	2
CAG D	1
CAG E	1
Procurement Service Offices	3
PST&DI (Bethesda)	76
PST&DI Field Centers	10
Records (Bedford, PA)	1
Regional Administration Branches	50
Regional Chief Inspectors	5
Stamped Envelope Agency	1
Technical Center Library	1
Transportation Management Offices	2
Vehicle Maintenance Facilities	2
Western Area Supply Center	5

4. The dividers mentioned in the original transmittal letter (TL-1) were not included in the mailing. Their printing has been deferred.

C. Handbook Maintenance

This handbook has been printed in looseleaf fashion and prepunched to fit a 3-ring binder to facilitate the posting of changes. New transmittal letters will be issued on a quarterly basis, where needed.

D. Recissions

1. Use of U.S. Government Correspondence Manual. This rescinds Post Office Department supplements (Transmittal Letters 1 and 2, dated 2-1-68 and 8-30-68, respectively) to the U.S. Government Correspondence Manual, and the use of that manual for Postal Service purposes.

2. Directives. This rescinds the following directives:

a. Headquarters Circular 80-2 (filed as II-A-3), dated 1-23-80, Mail Size Standards.

b. Headquarters Circular 78-20 (filed as IV-C-2), dated 8-28-78, Postmaster General's Correspondence Procedures. See D-2 below.

c. Headquarters Circular 79-13 (filed as IV-B-7), dated 5-18-79, Standardization of Postal Service Stationery.

d. Management Instruction, AS-380-79-42, dated 10-19-79, Organization Correspondence Codes (OCCs).

3. Local Issuances. Any local issuances based on the rescinded directives or any local issuances in conflict with this handbook are also rescinded.

E. Requisitions

1. Missing Copies. If you do not receive the quantity specified for your facility, order the missing copies on Form 7380, *Supply Center Requisition.* Send completed Form 7380 directly to the Eastern Area Supply Center. (*Note:* Use Form 7380 only to order missing copies. Do not use Form 7380 if you want to change your distribution amount (i.e., change the mailing list).

2. Distribution Change. Increasing your authorized quantity of this handbook requires a change to the mailing list. For that you must use Form 1286, *Request for Postal Publications.* Submit completed Form 1286 to Directives and Forms Division, U.S. Postal Service Headquarters, Washington, DC 20260.

F. Effective Date

This handbook is effective upon receipt.—*Records Office, 12-4-80.*

Master Instructors Relocation Costs

The Postal Service Training and Development Institute funds relocation costs for Master Instructors returning to their permanent positions (authorized by Handbook M-9, *Travel,* and Management Instruction EL-350-79-1, *Recruitment, Selection, Development, and Compensation of Master Instructors*). Effective immediately, PST&DI will fund relocation costs to the original or new duty station, provided at least 18 months of the 2-year instruction assignment has been completed. Charge finance number 10-7700 for these costs. Cost of relocation before the completion of the 18th month is funded by the receiving office.

This change will be reflected in a revised Management Instruction.—*Employee Relations Dept., 12-4-80.*

Correction

Domestic First Flight Cachets

United Airlines first flight between Phoenix, AZ, and Portland, OR. The ZIP code for the Portland Airport Mail Facility is 97218 and *NOT* 92718 as indicated in POSTAL BULLETIN 21271 (11-13-80).—*Customer Services Dept., 12-4-80.*

Continued from p. 3

reinstatement as set forth in ELM 863.1 and 863.2.

.42 If a former bargaining unit employee is reinstated to a bargaining unit position, employing officials must comply with all relevant provisions of applicable collective bargaining agreements in determining the employee's seniority and other contractual rights.

873.5 Approving Authority

For reinstatement of recovered alcoholics, approval must be obtained as outlined in ELM 323.23, and in Handbook P-11, part 313.—*Employee Relations Dept., 12-4-80.*

DMM Revision

MONEY ORDERS FOR RURAL CUSTOMERS

The procedure for issuing money orders to customers on rural routes is revised, effective immediately. A new Form 6387, *Rural Money Order Transaction,* consolidates:

a. the customer application;

b. a customer's receipt (which the carrier gives to the customer after an application and money is received);

c. a carrier's receipt (which the office gives the carrier when the carrier submits applications and money for the issuance of a money order).

The form will be perforated so that each part of the form can be detached.

The new Form 6387 is available at area supply centers. Order Form 6387 on Form 7380, *Requisition for Supplies,* using established requisitioning procedures. The new Form 6387 is a single sheet and requisitions must state the number of sheets required.

The procedural revisions and use of the new Form 6387 mean that:

1. The new Form 6387 will replace Form 6001, *Application for Domestic Money Order* and the book of Forms 6387, *Receipt of Rural Carrier to Purchaser and Certificate of Postmaster for Issue of Money Order.* When the new Form 6387 is on hand, discard the inventory of obsolete Forms 6001 and 6387.

2. When money orders are issued, the *Customer Receipt* of the 3-part money order form set **must** be given to the customer along with the customer's application part of Form 6387. Offices are no longer required to maintain files for rural money order transactions. Account for money orders issued to rural customers in the same way as orders sold across the counter.

3. The stamping of receipt numbers on Form 6387 is no longer required. The new procedure provides the control necessary for accountability.

The following revised procedure is to be used with the *new* Form 6387 for the issuance of a money order to rural customers:

1. The customer requests a domestic money order from the carrier, who gives a Form 6387 to the customer. The customer completes the *Application* section on the right side of Form 6387 for each order purchased. The carrier is not required to wait for the customer to complete the form.

2. The customer must have the completed Form 6387 and money ready for the carrier. Also, the customer must give the carrier a stamped addressed envelope large enough to contain the money order without folding, if the post office is to mail it for the customer. After receiving the Form 6387, the carrier checks to be sure that: (a) the *Application* is complete; (b) the customer has indicated whether the post office is to mail the money order or the carrier is to return the order to the customer. The carrier must complete, detach, and give the *Customer Receipt* part of Form 6387 to the customer. One Form 6387 *Customer Receipt* can be issued for all money received when several applications are submitted at the same time by a customer. (Do not detach unused Form 6387 *Customer Receipt* sections when one customer receipt is given to a customer for all applications submitted).

3. The carrier gives the remaining portion of Form 6387 (i.e. *Carriers Receipt* and *Application*) with the money received (and the customer's stamped addressed envelope) to the employee in the issuing office who is designated to provide money orders.

4. The accepting employee completes the *Carrier's Receipt* section of Form 6387 to acknowledge receipt of funds from the carrier. The designated employee may issue a single receipt for all of the money accompanying applications submitted by a carrier. The employee designated to provide money orders completes the block showing the number of orders to be issued **only when more than one application is involved.** The employee then returns the completed *Carriers Receipt* to the carrier. The employee will detach and discard blank *Customer Receipts* and *Carrier Receipts* that result when a single receipt is given for all applications.

5. Money order transactions must be completed for return to the customer or entry in the mail before the carrier's next trip. The *Customer's Receipt* copy of the three-part money order form set is left incomplete and must be attached to the corresponding Form 6387, *Application* portion. **The money order must be filled out. A blank money order is not to be returned or placed in the mail.** Give these forms to the carrier in an envelope addressed only with route and box number, or house and street number. If the customer does not wish the post office to complete and mail the money order, place the money order in the envelope.

6. The carrier will case the addressed envelope containing the Form 6387, *Application* section, the *Customer Receipt* of the 3-part money order form set. The carrier will deliver it on the next trip.

The intent of this new form is to: a. simplify procedures; b. save work; and c. standardize the issue and accountability of domestic money orders.

This new section 941.14 will be incorporated in a future issue of the DMM:

941.14 Issuance to Rural Customers

.141 Application Form. A customer on a rural delivery route may obtain Form 6387, *Rural Money Order Transaction,* from the carrier. When the carrier receives the completed Form 6387 and money, the carrier will give the customer receipt part of Form 6387 to the customer. If the carrier cannot give the correct change it will be given on the next trip along with the Form 6387 application section, the customer's receipt and money order. If required to do so by the contract, highway contract carriers will accept money and applications for money orders and give receipts on Form 6387.

.142 Mailing. If a customer wants the money order mailed to the payee, a stamped addressed envelope large enough to contain the money order without folding must be provided by the customer. The carrier will take the application form, money, and envelope to the post office where a postal employee will complete the money order and mail it to the payee. No extra charge is made for this service. The Form 6387 application section, the customers receipt and a completed money order will be returned to the customer in an addressed envelope. Blank money orders must never be sent.—*Rates & Classification Dept., 12-4-80.*

ASM Revision

Postmaster Identification

The following policies and responsibilities concerning Postmaster or Sectional Center/Postmaster Identification (Form 1375-P) must be added to the ADMINISTRATION SUPPORT MANUAL (ASM) under subsection 273.271b and are effective immediately. This information will be reflected in future revisions of the ASM.

1. Policy. Form 1375-P, *Postmaster or Sectional Center Manager/Postmaster Identification,* bearing the validating signature of the Postmaster General, are issued to all newly appointed postmasters. These credentials remain valid until the postmaster retires, resigns, is reassigned to a nonpostmaster position, or requires a new credential to replace one that is lost or damaged. Form 1375-P is USPS accountable property and bears a six-digit number for MSC control. The first three digits identify the MSC and the remaining three digits sequentially number the credentials for issuance to the sectional center manager and associate office postmasters.

2. Headquarters' Responsibilities. The Selection Policies and Procedures Branch is responsible for the overall administration of postmaster identification credentials.

3. Regional Directors' of E & LR Responsibilities.

a. Makes distribution of Forms 1375-P (batched by MSC area) through the Regional Postmaster selection officer.

b. Issues guidelines to individual sectional center managers regarding the most expeditious method for obtaining photos and signatures of postmasters, taking into consideration the possibility of: securing photos and signatures at scheduled postmaster meetings using USPS camera/laminating equipment available at MSCs; sending USPS camera/laminating equipment and qualified personnel to the field for photos and signatures; or, when these alternatives are not feasible, using the imprest fund to procure a photo commercially, sending the completed Form 1375-P with photo and signature to the MSC for laminating and return to the individual postmaster. (Photos must not be larger than 1⅛" x 1⅛".)

4. The Regional Postmaster Selection Officers' Responsibilities:

a. Upon notification of a new postmaster appointment, prepares Form 1375-P by entering the full name, title, office, state, and ZIP Code above the signature of the Postmaster General and forwarding it to the sectional center manager with instructions for securing the photo and signature, laminating and issuing the credential.

b. Processes requests made by sectional center managers for the replacement of damaged or lost postmaster identification credentials.

c. Voids credentials of postmasters who resign or are assigned to other positions, indicating "retired" when applicable. (Credentials mailed to appropriate regional postmaster selection officers for annotation must be accompanied by a self-addressed envelope for return to either the sectional center manager or the individual postmaster.)

d. Destroys marred Forms 1375-P returned by the sectional center manager.

e. Forwards requests for resupply of Forms 1375-P to: Selection Policies and Procedures Branch, Employee and Labor Relations Group, U.S Postal Service, Washington, D.C. 20260.

5. Management Sectional Centers' Responsibilities. Sectional center managers must process Form 1375-P by:

a. Entering Social Security numbers in appropriate blocks.

b. Securing photographs and signatures to the forms and completing lamination of the credentials.

c. Issuing completed credentials to newly appointed postmasters.

d. Returning all forms not issued because of a current vacancy or marred in the process of preparation, to the regional postmaster selection officer.—*Employee Relations Dept., 12-4-80.*

All Contracting Officers

Wage and Price Standards Compliance

Section 1-326 of Publication 41, *Postal Contracting Manual,* which implements the voluntary wage and price standards program provides that the names of companies determined not to be in compliance with the standards will be published in the BULLETIN for the convenience of contracting officers. Add the following names to the list published in POSTAL BULLETIN 21269 (10-30-80).

Dairymen's Creamery Association, Inc.
520 Albany
Caldwell, ID 83605
DUNS Number 04-526-5865

Agricultural Chemicals Group, compliance unit of W. R. Grace and Company
100 North Main Street
Memphis, TN 38103
DUNS Number 04-487-7918

American Petrofina, Inc.
8350 North Central Expressway
Dallas, TX 75221
DUNS Number 00-132-9077
(excluding crude oil exploration and development)

Glen-Gery Corporation
227 North 5th Street
Reading, PA 19603
DUNS Number 0-235-5857

Supermarkets General Corporation
301 Blair Road
Woodbridge, NJ 07095
DUNS Number 00-697-4950

Hollingsworth & Vose Company
112 Washington Street
East Walpole, MA
DUNS Number 00-100-6378

Deltic Farm & Timber Company, Inc., a compliance unit of Murphy Oil Corporation
200 Jefferson Avenue
El Dorado, AR 71730
DUNS Number 00-690-2878

Eastern Coal & Coke Company, a compliance unit of Westmoreland Coal Company
P.O. Box 63
Banner, KY 41603
DUNS Number 99-123-9724

Howell Corporation
800 Houston Natural Gas Bld.
Houston, TX 77002
DUNS Number 00-811-8671

—*Procurement and Supply Dept., 12-4-80.*

WHEN IN THE SNOW . . . DO DRIVE SLOW

Carrier Route Information System

All city delivery offices should immediately review their CRIS schemes for accuracy. Changes to CRIS schemes must be made on Form 4643, *CRIS Scheme Update Data.* A supply of these forms has been mailed to the CRIS coordinator at each MSC. Additional supplies are available at the area supply centers.

Explanations and instructions for completing Form 4643's have been previously mailed to all MSC's. Further questions should be addressed to the appropriate CRIS coordinators.—*Delivery Services Dept., 12-4-80.*

Domestic Orders

False Representation. Enforced by postmaster at city listed.

State/city	*Name covered*
GA, Atlanta 30319	Braswell, Inc. P.O. Box 10064
GA, Atlanta 30355	Formula-12 P.O. Box 52977 and 470 E. Paces Ferry Rd.
GA, Atlanta 30305	Formula-12 P.O. Box 11627
GA, Atlanta 30329	Quest Research P.O. Box 49078
GA, Atlanta 30329	Quest Research P.O. Box 49024
GA, Atlanta 30319	Quest Research P.O. Box 10225

—*Judicial Officer, 12-4-80.*

Correction

19-Cent Sequoyah Commemorative Stamp

In POSTAL BULLETIN 21272 (11-20-80), *Customer Affixing Stamps:* Orders for first day cancellations should be addressed to: First Day Cancellations, Postmaster, Tahlequah, OK 74464 not Postmaster, Washington, DC 20013 as stated.—*Customer Services Dept., 12-4-80.*

THE ORANGE AND BLUE POUCH IS TO BE USED FOR EXPRESS MAIL SERVICE ONLY.

National Workhour Reporting System—

Effective immediately all Labor Distribution Codes (LDCs) for Training 90 through 97 are authorized for all post offices CAGs A through L. Training LDCs must be assigned according to the function in which the training is received, which may not necessarily be the employee's base LDC.

Effective January 24, 1981 an additional *Supervision* LDC in the Vehicle Services function will be introduced. LDC 30 will identify *Supervision—Operations* data. The existing LDC 31 is redefined to identify *Supervision—Maintenance* data. Management Operating Data (MOD) System operations 758 Manager, Fleet Operations and 759 Supervisor, Fleet Operations accumulate to LDC 30. MOD operation number 760 Supervisor, Maintenance accumulates to LDC 31. Permanent LDC changes must be input for affected employees using Forms 1230 A & B for timecard offices, and Transaction 8-6 labor distribution code change, for PSDS offices. Field offices are responsible for adjusting the Year-to-Date (YTD) work and overtime hours for LDCs 30 and 31. Current prior period adjustment procedures can be used for this purpose.

Handbook F-2, Functional Management, will be revised to include these changes.—*Office of Management Services, 12-4-80.*

ELM Revision

Salary Administration for Non-Bargaining Unit Employees

Part 419 of the EMPLOYEE AND LABOR RELATIONS MANUAL (ELM) was printed incorrectly in Transmittal Letter 4, 8-29-80. Make a pen and ink correction as follows:

419.12 Salary Grade. Appointments of casuals are made to the position of casual, Occupation Code 5201-1001, EAS-7.

.13 Rate of Pay

.131 A casual employee is paid on an hourly basis for work performed in accordance with the casual rate established in the published Schedule of Hourly Hiring Rates for Temporary and Casual Employees.

This revision to the ELM will be published in Transmittal Letter 5.—*Employee Relations Dept., 12-4-80.*

Selective Service Registration

All postmasters are reminded that men born in 1962 are scheduled to register at post offices during the week of January 5, 1981. Also beginning in January, the permanent system of registering within 30 days of a young man's 18th birthday will begin. This means those born in January 1963 will begin registering.

Postmasters must still insure that no registrations are refused. Regardless of the reason an individual wishes to register (early, late, etc.), their registration must be accepted.

The basic registration process remains unchanged. Each post office, station or branch has received the necessary materials. The MSC Coordinator must be contacted if the new supplies have not been received, or if insufficient supplies are on hand. (See Instruction Sheet No. 50 regarding new supplies.)

New registration reports (SSS Form 6) are being prepared. They will be used effective January 5, 1981. Please note that *starting* January 5 and *ending* January 14, all registrations collected are to be forwarded to your MSC Coordinator:

CAG A-G Offices (including each branch and Station)—Daily Jan. 5-14
CAG H-L Offices—*ONLY* Jan. 9 and 14

Beginning January 15, 1981, each unit will forward registration forms and SSS Form 6 directly to:

Selective Service System
P.O. Box 818
North Chicago, IL 60064

A-G Offices each pay period } Negative reports are required
H-L Offices each accounting period }

Postmasters should remain alert for local problems and contact their MSC Coordinator or the Inspection Service, if necessary.

Also, please remember that *all* official communications regarding Selective Service Registration will be transmitted via TWX, POSTAL BULLETIN or memoranda.—*Delivery Services Dept., 12-4-80.*

To Eligible Employees Contemplating Retirement

RETIREMENT APPLICATION PROCESSING

As part of the Postal Service's continuing effort to improve the correctness, completeness, and timeliness of retirement application submissions to the Office of Personnel Management (OPM), employees contemplating retirement are encouraged to file their retirement applications as soon as possible, preferably six weeks before the effective date of the retirement but not less than two weeks. Early filing of the application is in the best interest of the retiring employee for the following reasons:

1. It allows the employee enough time to receive retirement counseling, if desired.
2. It gives the retiring employee enough time to review his or her personnel records to assure that all periods of creditable civilian and military service are verified.
3. It gives the employing installation adequate time to prepare necessary health benefits and life insurance separation documents accurately, and resolve any problems associated with insurance coverage.
4. It allows the employing installation time to submit all retirement documents to the Postal Data Center for advance review prior to the separation date, and
5. It increases the completeness, correctness and timeliness of retirement documents to OPM and ultimately results in OPM expediting the adjudication of the claim and issuance of retirement benefits to the employee.

The Postal Service's goal is to process accurate and complete retirement records to OPM in the shortest time possible so that retiring employees will receive their annuity checks on time. Retiring employees can assist in reducing the inconvenience and personal hardship that may result from delayed annuity payments by the early filing of retirement applications, preferably six weeks, but not less than two weeks, before the separation date. Individuals involved in retirement counseling and retirement processing are urged to encourage retiring employees to file their retirement applications early.—*Employee Relations Dept., 12-4-80.*

DMM Revision

POSTAGE METERS

Part 144 of the DOMESTIC MAIL MANUAL (DMM) has been revised to make the following changes:

1. Specifically prohibit the use of .00 meter impressions for redating metered mail.
2. Discontinue the requirements for the mandatory use of Form 3602-A, Daily Record of Meter Register Readings.
3. Authorize the use of advance deposit accounts for customers to pay postage and fees in the On-Site Meter Setting Program and to clarify that meters for use at another post office may be set under this program.
4. Clarify the regulations on the Computerized Remote Postage Meter Resetting Program System by realignment of procedures and correction of terminology in accordance with existing practices.
5. Clarify the permissable content of meter ad plates by requiring that they not be obscene, defamatory of any particular group, or advocate unlawful action.

These changes will be incorporated in a future revision to the DMM.—*Rates & Classification Dept., 12-4-80.*

ENCOURAGE MAILERS TO ATTACH A SLIP TO ARTICLES ENCLOSED IN PARCELS SHOWING NAME AND ADDRESS OF SENDER AND ADDRESSEE

INTERNATIONAL POSTAL RATES AND FEES

Pursuant to its authority under 39 U.S.C. 407, the Postal Service announces increases in international postal rates and in fees for special mail services as indicated below. These rates and fees are effective at 12:01 a.m., January 1, 1981.

Some international rates and fees are related to domestic rates and fees and will be adjusted when the domestic rates and fees are increased.

Publication 51 and Poster 51 will not be distributed until the effective date of domestic rates and fees, therefore, this Bulletin must be retained.

A. New Rates

1. Letters and Letter packages (Surface)

Weight steps				Canada[1]	Mexico	All other countries
Over		Through				
Lbs.	Ozs.	Lbs.	Ozs.			
		0	1	$0.15	$0.15	$0.30
0	1	0	2	.28	.28	.47
0	2	0	3	.41	.41	.64
0	3	0	4	.54	.54	.81
0	4	0	5	.67	.67	.98
0	5	0	6	.80	.80	1.15
0	6	0	7	.93	.93	1.32
0	7	0	8	1.06	1.06	1.49
0	8	0	9	1.19	1.19	2.76
0	9	0	10	1.32	1.32	2.76
0	10	0	11	1.45	1.45	2.76
0	11	0	12	1.58	1.58	2.76
0	12	1	0	2.25	2.25	2.76
1	0	1	8	2.50	2.50	3.78
1	8	2	0	2.83	2.83	4.80
2	0	2	8	3.16	3.16	5.55
2	8	3	0	3.50	3.50	6.30
3	0	3	8	3.83	3.83	7.05
3	8	4	0	4.16	4.16	7.80
4	0	4	8	4.50	....	....
4	8	5	0	4.83	....	....

[1] Eighth zone priority mail rates for weights over 12 ounces.

Maximum limit 60 pounds to Canada, 4 pounds to Mexico and all other countries.

2. Letters and Letter Packages (Air)

a. Canada and Mexico: Refer to rates listed under A.1 (Surface Rates). Mail paid at this rate receives First-Class service in the United States and air service in Canada and Mexico.

b. Colombia, Venezuela, Central America, the Caribbean Islands, Bahamas, Bermuda, St. Pierre & Miquelon: 35 cents per half ounce up to and including 2 ounces; 30 cents each additional half ounce up to and including 32 ounces; 30 cents per additional ounce over 32 ounces.

Ounces	Rate	Ounces	Rate
½	$.35	16½	$10.10
1	.70	17	10.40
1½	1.05	17½	10.70
2	1.40	18	11.00
2½	1.70	18½	11.30
3	2.00	19	11.60
3½	2.30	19½	11.90
4	2.60	20	12.20
4½	2.90	20½	12.50
5	3.20	21	12.80
5½	3.50	21½	13.10
6	3.80	22	13.40
6½	4.10	22½	13.70
7	4.40	23	14.00
7½	4.70	23½	14.30
8	5.00	24	14.60
8½	5.30	24½	14.90
9	5.60	25	15.20
9½	5.90	25½	15.50
10	6.20	26	15.80
10½	6.50	26½	16.10
11	6.80	27	16.40
11½	7.10	27½	16.70
12	7.40	28	17.00
12½	7.70	28½	17.30
13	8.00	29	17.60
13½	8.30	29½	17.90
14	8.60	30	18.20
14½	8.90	30½	18.50
15	9.20	31	18.80
15½	9.50	31½	19.10
16	9.80	32	19.40

For weights over 32 ounces, add 30 cents per *ounce* or fraction.

c. All Other Countries: 40 cents per half ounce up to and including 2 ounces; 35 cents each additional half ounce up to and including 32 ounces; 35 cents per additional ounce over 32 ounces.

Ounces	Rate	Ounces	Rate
½	$0.40	16½	$11.75
1	.80	17	12.10
1½	1.20	17½	12.45
2	1.60	18	12.80
2½	1.95	18½	13.15
3	2.30	19	13.50
3½	2.65	19½	13.85
4	3.00	20	14.20
4½	3.35	20½	14.55
5	3.70	21	14.90
5½	4.05	21½	15.25
6	4.40	22	15.60
6½	4.75	22½	15.95
7	5.10	23	16.30
7½	5.45	23½	16.65
8	5.80	24	17.00
8½	6.15	24½	17.35
9	6.50	25	17.70
9½	6.85	25½	18.05
10	7.20	26	18.40
10½	7.55	26½	18.75
11	7.90	27	19.10
11½	8.25	27½	19.45
12	8.60	28	19.80
12½	8.95	28½	20.15
13	9.30	29	20.50
13½	9.65	29½	20.85
14	10.00	30	21.20
14½	10.35	30½	21.55
15	10.70	31	21.90
15½	11.05	31½	22.25
16	11.40	32	22.60

For weights over 32 ounces, add 35 cents per *ounce* or fraction.

3. Post and Postal Cards

a. Surface

(1) Canada and Mexico: 10 cents each.

(2) All other countries: 19 cents each.

b. Air

(1) All countries (except Canada and Mexico): 28 cents each.

(2) Canada and Mexico: 10 cents each.

4. Aerogrammes: 30 cents each.

5. Other Articles (AO)

a. Surface

(1) Regular Printed Matter

Weight steps		Canada and Mexico	All other countries
Over	Through		
0 oz.	1 oz.	$0.20	$0.23
1	2	.20	.33
2	3	.40	.43
3	4	.40	.53
4	6	.53	.72
6	8	.66	.92
8	10	.79	1.11
10	12	.92	1.29
12	14	1.05	1.48
14	16	1.18	1.66
16	18	1.80	1.80
18	20	1.94	1.94
20	22	2.07	2.07
22	24	2.21	2.21
24	26	2.35	2.35
26	28	2.49	2.49
28	30	2.62	2.62
30	32	2.76	2.76
2 lbs.	3 lbs.	3.31	3.31
3 lbs.	4 lbs.	3.86	3.86
Each additional 1 lb.		.96	.96
Direct sack to one addressee (M bag) Minimum 15 lbs. Maximum 66 lbs. Per Pound or Fraction		.86	.86

(2) Publishers Periodicals

Weight steps		All countries
Over	Through	
0 oz.	1 oz.	$0.12
1	2	.17
2	3	.22
3	4	.27
4	6	.36
6	8	.46
8	10	.55
10	12	.65
12	14	.74
14	16	.83
16	18	.90
18	20	.97
20	22	1.04
22	24	1.11
24	26	1.17
26	28	1.24
28	30	1.31
30	32	1.38
2 lbs.	3 lbs.	1.66
3 lbs.	4 lbs.	1.93
Each additional 1 lb.		.48
Direct sack to one addressee (M bag) Minimum 15 lbs. Maximum 66 lbs. Per Pound or Fraction		.43

(3) Books and Sheet Music

Weight steps: Over	Weight steps: Through	All countries
0 lb.	1 lb.	$0.83
1 lb.	2 lbs.	1.38
2 lbs.	3 lbs.	1.66
3 lbs.	4 lbs.	1.93
Each additional 1 lb.		.48
Direct sack to one addressee (M bag)		
Minimum 15 lbs.		
Maximum 66 lbs.		
Per Pound or Fraction		.43

(4) Small Packets

Weight steps: Over	Weight steps: Up to	Canada	Mexico	All other countries
0	1 oz.	$0.20	$0.20	$0.23
1 oz.	2	.20	.20	.33
2	3	.40	.40	.43
3	4	.40	.40	.53
4	6	.53	.53	.72
6	8	.66	.66	.92
8	10	.79	.79	1.11
10	12	.92	.92	1.29
12	14	1.05	1.05	1.48
14	16	1.18	1.18	1.66
16	18		1.80	1.80
18	20		1.94	1.94
20	22		2.07	2.07
22	24		2.21	2.21
24	26		2.35	2.35
26	28		2.49	2.49
28	30		2.62	2.62
30	32		2.76	2.76

b. Air (Encompasses all Printed Matter, Matter for the Blind and Small Packets).

Weight steps: Over	Weight steps: Through	Mexico, Central America, the Caribbean Islands [1]	South America (except Colombia & Venezuela), Europe (except Estonia, Latvia, Lithuania, & U.S.S.R.), & North Africa	Estonia, Latvia, Lithuania, U.S.S.R., Asia, Pacific Ocean Islands, Africa (other than North Africa), the Indian Ocean Islands & the Middle East
0 oz.	1 oz.	$0. 50	$0. 60	$0. 70
1	2	. 76	. 96	1. 16
2	3	1. 02	1. 32	1. 62
3	4	1. 28	1. 68	2. 08
4	6	1. 54	2. 14	2. 74
6	8	1. 80	2. 60	3. 40
8	10	2. 06	3. 06	4. 06
10	12	2. 32	3. 52	4. 72
12	14	2. 58	3. 98	5. 38
14	16	2. 84	4. 44	6. 04
16	18	3. 10	4. 90	6. 70
18	20	3. 36	5. 36	7. 36
20	22	3. 62	5. 82	8. 02
22	24	3. 88	6. 28	8. 68
24	26	4. 14	6. 74	9. 34
26	28	4. 40	7. 20	10. 00
28	30	4. 66	7. 66	10. 66
30	32	4. 92	8. 12	11. 32
2 lbs.	2. 5 lbs.	5. 96	9. 96	13. 96
2. 5	3. 0	7. 00	11. 80	16. 60
3. 0	3. 5	8. 04	13. 64	19. 24
3. 5	4. 0	9. 08	15. 48	21. 88
Each additional ½ pound over 4 pounds		1. 04	1. 84	2. 64
Direct Sack to one addressee (M bag)				
Minimum 15 pounds				
Maximum 66 pounds				
Per Pound or fraction		1. 87	3. 31	4. 75

Canada. Note: AO Articles sent by air must be prepared as letter mail. Refer to rates table for letters and letter packages (surface).

[1] Also Colombia, Venezuela, Bahamas, Bermuda, and St. Pierre & Miquelon. Also from American Samoa to Western Samoa, and from Guam to the Philippines.

6. *Parcel Post*

a. Surface

(1) Canada, Mexico, Central América, The Caribbean Islands, Bahamas, Bermuda, St. Pierre and Miquelon: $3.10 for the first 2 pounds and $1.00 each additional pound or fraction.

Lbs.	Rate	Lbs.	Rate
2	$3.10	12	$13.10
3	4.10	13	14.10
4	5.10	14	15.10
5	6.10	15	16.10
6	7.10	16	17.10
7	8.10	17	18.10
8	9.10	18	19.10
9	10.10	19	20.10
10	11.10	20	21.10
11	12.10	21	22.10
		22	23.10

For weights over 22 lbs. add $1.00 per pound or fraction.

(2) All Other Countries: $3.25 for the first 2 pounds and $1.05 for each additional pound or fraction.

Lbs.	Rate	Lbs.	Rate
2	$3.25	12	$13.75
3	4.30	13	14.80
4	5.35	14	15.85
5	6.40	15	16.90
6	7.45	16	17.95
7	8.50	17	19.00
8	9.55	18	20.05
9	10.60	19	21.10
10	11.65	20	22.15
11	12.70	21	23.20
		22	24.25

For weights over 22 lbs. add $1.05 per pound or fraction.

b. Air

Weight Steps				Rate group				
Lbs.	Ozs.	Lbs.	Ozs.	A	B	C	D	E
0	0	0	4	$3.00	$3.80	$4.60	$5.40	$6.20
0	4	0	8	3.50	4.50	5.50	6.50	7.50
0	8	0	12	4.00	5.20	6.40	7.60	8.80
0	12	1	0	4.50	5.90	7.30	8.70	10.10
1	0	1	4	5.00	6.60	8.20	9.80	11.40
1	4	1	8	5.50	7.30	9.10	10.90	12.70
1	8	1	12	6.00	8.00	10.00	12.00	14.00
1	12	2	0	6.50	8.70	10.90	13.10	15.30
2	0	2	4	7.00	9.40	11.80	14.20	16.60
2	4	2	8	7.50	10.10	12.70	15.30	17.90
2	8	2	12	8.00	10.80	13.60	16.40	19.20
2	12	3	0	8.50	11.50	14.50	17.50	20.50
3	0	3	4	9.00	12.20	15.40	18.60	21.80
3	4	3	8	9.50	12.90	16.30	19.70	23.10
3	8	3	12	10.00	13.60	17.20	20.80	24.40
3	12	4	0	10.50	14.30	18.10	21.90	25.70
4	0	4	4	11.00	15.00	19.00	23.00	27.00
4	4	4	8	11.50	15.70	19.90	24.10	28.30
4	8	4	12	12.00	16.40	20.80	25.20	29.60
4	12	5	0	12.50	17.10	21.70	26.30	30.90
5	0	5	8	13.30	18.30	23.30	28.30	33.30
5	8	6	0	14.10	19.50	24.90	30.30	35.70
6	0	6	8	14.90	20.70	26.50	32.30	38.10
6	8	7	0	15.70	21.90	28.10	34.30	40.50
7	0	7	8	16.50	23.10	29.70	36.30	42.90
7	8	8	0	17.30	24.30	31.30	38.30	45.30
8	0	8	8	18.10	25.50	32.90	40.30	47.70
8	8	9	0	18.90	26.70	34.50	42.30	50.10
9	0	9	8	19.70	27.90	36.10	44.30	52.50
9	8	10	0	20.50	29.10	37.70	46.30	54.90
Each additional ½ pound				.80	1.20	1.60	2.00	2.40

Country	Rate group	Maximum weight limits for air parcel post
Afghanistan	D	22
Albania	C	22
Algeria	D	44
Andorra	B	44
Angola	E	22
Argentina	D	44
Ascension	No Air Service	
Australia	D	44
Austria	B	44
Azores	C	22
Bahamas	A	22
Bahrain	D	22
Bangladesh	E	22
Barbados	B	22
Belgium	E	44
Belize	A	22
Benin	D	44
Bermuda	A	33
Bhutan	No Parcel Post Service	
Bolivia	B	44
Botswana	E	22
Brazil	E	44
Brunei	D	22
Bulgaria	D	22
Burma	D	22
Burundi	E	22
Cameroon	C	22
Canada	No Air Service	
Cape Verde	D	22
Cayman Islands	A	22
Central African Rep.	E	44
Chad	D	44
Chile	D	22
China (People's Republic of).	D	44
Colombia	B	44
Comoros	E	44
Congo	D	44
Corsica	E	44
Costa Rica	A	44
Cuba	No Parcel Post Service	
Cyprus	D	44
Czechoslovakia	C	44
Denmark	B	44
Djibouti	E	44
Dominica	A	22
Dominican Republic	A	44
East Timor	No Parcel Post Service	
Ecuador	B	44
Egypt	C	44
El Salvador	A	44
Equatorial Guinea	D	44
Estonia	E	22
Ethiopia	D	44
Faeroe Islands	C	44
Falkland Islands	D	22
Fiji	B	22
Finland	D	44
France (Including Monaco)	E	44
French Guiana	C	44
French Polynesia	D	44
Gabon	D	44
Gambia	B	22
German Democratic Republic (East Germany)	C	[2] 44
Germany Federal Rep. of (West Germany)	C	44
Ghana	D	22
Gibraltar	D	22
Great Britain and Northern Ireland	C	44
Greece	C	44
Greenland	D	44
Grenada	B	22
Guadeloupe	A	44
Guatemala	A	44
Guinea	B	44
Guinea-Bissau	B	22
Guyana	B	22
Haiti	A	44
Honduras	B	[2] 44
Hong Kong	C	22
Hungary	C	44
Iceland	D	44
India	D	[2] 22
Indonesia	E	22
Iran	D	44
Iraq	D	44
Ireland (Eire)	C	22
Israel	C	33
Italy (Including San Marino)	C	44
Ivory Coast	D	44
Jamaica	A	22
Japan	E	22
Jordan	C	22
Kampuchea	No Parcel Post Service	
Kenya	D	22
Kiribati (formerly Gilbert Islands)	B	44
Korea, Democratic People's Rep. (North)	No Parcel Post Service	
Korea, Rep. of (South)	D	22
Kuwait	C	44
Lao	E	22
Latvia	E	22
Lebanon	C	11
Leeward Islands	A	[2] 22
Lesotho	E	22
Liberia	B	22
Libya	C	44
Lithuania	E	22
Luxembourg	B	44
Macao	C	22
Madagascar	C	44

See footnote at end of table.

Country	Rate group	Maximum weight limits for air parcel post
Madeira Islands	B	22
Malawi	D	22
Malaysia	D	22
Maldives	D	22
Mali	C	44
Malta	C	22
Martinique	A	44
Mauritania	D	44
Mauritius	E	22
Mexico	A	44
Mongolia	No Parcel Post Service	
Morocco	C	44
Mozambique	E	22
Nauru	C	22
Nepal	D	22
Netherlands	C	44
Netherlands Antilles	A	44
New Caledonia	D	44
New Zealand	D	22
Nicaragua	B	44
Niger	D	44
Nigeria	C	22
Norway	D	44
Oman	D	22
Pakistan	D	22
Panama	A	44
Papua New Guinea	D	22
Paraguay	C	44
Peru	B	44
Philippines	D	[2] 44
Pitcairn Islands	B	22
Poland	C	44
Portugal	B	22
Qatar	C	22
Reunion	E	44
Romania	C	22
Rwanda	D	22
St. Helena	B	22
St. Lucia	A	22
St. Pierre & Miquelon	A	44
St. Thomas & Principe	D	22
St. Vincent & The Grenadines	A	22
Santa Cruz Islands	B	22
Saudi Arabia	C	22
Senegal	D	44
Seychelles	D	22
Sierre Leone	C	22
Singapore	D	22
Solomon Islands	C	22
Somalia (Southern Region).	D	22
Somalia (Northern Region).	No Air Service	
South Africa (Including South-West Africa & Nambia).	E	22
Spain	C	[2] 22
Sri Lanka	D	22
Sudan	D	22
Suriname	B	44
Swaziland	D	22
Sweden	D	44
Switzerland (Including Liechtenstein).	B	44
Syria	C	[2] 44
Taiwan	C	44
Tanzania	E	22
Thailand	D	22
Togo	D	44
Tonga	B	22
Trinidad & Tobago	B	22
Tristan da Cunha	B	22
Tunisia	C	44
Turkey	C	44
Turks & Caicos Islands	A	22
Tuvalu (Ellice Islands)	B	22
Uganda	D	22
Union of Soviet Socialist Republic.	E	22
United Arab Emirates	D	22
Upper Volta	C	44
Uruguay	B	44
Vanuatu (formerly New Hebrides).	B	44
Vatican City State	C	44
Venezuela	B	44
Vietnam	No Parcel Post Service	
Western Samoa	B	22
Yemen Arab Republic (Sanaa).	D	44
Yemen, Peoples Democratic Republic of (Aden).	D	44
Yugoslavia	C	44
Zaire	D	44
Zambia	E	22
Zimbabwe (formerly Rhodesia).	E	22

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[2] Weight restrictions exist. See country listing in Appendix B, Publication 42, *International Mail*.

B. New Special Mail Services Fees

1. Nonstandard Surcharge

a. Letters (weighing one ounce or less): 7 cents

b. Regular Printed Matter (weighing two ounces or less): 7 cents

2. Customs Clearance and Delivery Fee: $1.75

3. Inquiry Fee: $2.10

4. Return receipt requested at time of mailing: 45 cents

5. Registered Mail

Limit of indemnity	*Fee*
Canada	
$00. 00 to $100	$3. 00
$100. 01 to $200	$3. 30
All other countries	
$15. 76	$3. 00

6. Insured Mail.

Limit of Indemnity[3]		*Fees*	
Over	*Up to*	*Canada*	*All other countries*
0	$15	$0. 50	$0. 85
15	50	. 85	1. 10
50	100	1. 10	1. 65
100	150	1. 40	2. 35
150	200	1. 75	2. 35
200	300	2. 25	3. 85
300	400	2. 75	5. 10
400	500	....	5. 40
500	600	....	5. 70
600	700	....	6. 00
700	800	....	6. 30
800	900	....	6. 60
900	1, 000	....	6. 90
1, 000	1, 100	....	7. 20
1, 100	1, 200	....	7. 50

[3] Limits vary by country. See Publication 42, International Mail for the specific limit of indemnity for each country.

7. Money Orders

a. Orders Issued on Domestic Form

Amount of Money Order	*Fee*
$0.01 to $10	$0. 55
$10.01 to $50	$0. 80
$50.01 to $400	$1. 10

b. Orders Issued on International Form

Amount of Money Order	*Fee*
$0.01 to $10	$1. 30
$10.01 to $50	$1. 50
$50.01 to $400	$1. 80

8. Special Handling

Weight	*Fee*
Not more than 10 pounds	$0. 70
More than 10 pounds	$1. 25

9. Special Delivery

Class of Mail	*Not more than 2 pounds*	*Over 2 pounds but not more than 10 pounds*	*Over 10 pounds*
Letters, letter packages, post and postal cards, and other articles (air only)	$2. 00	$2. 25	$2. 85
Other articles (surface only)	$2. 25	$2. 85	$3. 25

10. Restricted Delivery: $0.80

11. Certificates of Mailing:

	Fee
Individual listed pieces:	
Original:	$0. 15
Copy of original certificate of mailing or receipt for registered or insured mail	0. 15
Identical pieces:	
Up to 1,000 pieces	0. 75
For each additional 1,000 pieces, or fraction	0. 15
Duplicate copy	0. 15

—Rates & Classification Dept., 12-4-80.

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CURRENT PUBLICATIONS AND HANDBOOKS

The publications and handbooks listed below have been issued since the list printed in POSTAL BULLETIN 21246 (5-22-80). For Distribution and Supply Source codes, see that Bulletin. An asterisk indicates a new publication.

Number Pub./Hbk	Title	Distribution	Supply Source
ASM Issue 2	Administrative Support Manual, Issue 2, 8/80	1	EASC
DMM Issue 3	Domestic Mail Manual, Issue 3, 7/80	1	EASC
ELM Issue 4	Employee & Labor Relations Manual, Issue 4, 8/80	1	EASC
Pub. 1	We Deliver, June 1980	61	SC
Pub. 19	Mailers Guide, July 1980	21	SC
Pub. 41	Postal Contracting Manual, TLs 32, 5/80; 33, 7/80	31, 33, 36, 42	RAB
*Pub. 45BD	International Express Mail BD/Aug. 1980, Bermuda	2, 31	SC
Pub. 51	International Postage Rates & Fees, March 1980	2	SC
Pub. 94	List of Authorized Express Mail Next Day Service Facilities, Dec. 1979	41	RAB
*Pub. 100	History of USPS, May 1980	60	PMG
Pub. 118	Fair Labor Standards Act, Policy and Instructions, Aug. 1980	4, 6, 59	SC
Pub. 151	Selling to the Postal Service, August 1980	59	SC
Pub. 198	The Postal Inspection Service (August 1980)	1	SC
Pub. 201	Consumer's Guide to Postal Services and Products, Oct. 1980	61	SC
Pub. 230	Presort First-Class Mail, May 1980	21, 59	SC
*Pub. 228	The Answer: Presort First-Class Mail, May 1980	31, 59	SC
*Pub. 249C	Presort and the Banking Industry (Georgia State Bank), June 1980	21, 59	SC
*Pub. 249D	Presort and the Department Store Industry (Woodward & Lothrop), Nov. 1980	21, 59	SC
*A-2	Correspondence Management, TL 1, 10/80 Addendum, PMG Correspondence (Hq. only)	7, 8, 9, 10, 11, 59	DFD
*EL-501	Supervisor's Guide to Attendance Improvement, Nov. 1980	60	SC
F-1	Financial Handbook for Post Offices, TL 9, 8/80	2, 31, 32, 34, 36, 40, 43, 44, 46, 51	DFD
*F-2	Functional Management, TL 1, 10/80	2, 40, 43, 59	DFD
F-8	General Classification of Accounts, TL 56, 6/80	7, 8, 9, 10, 11	DFD
F-21	Time and Attendance, TL 26, 7/80	1	DFD
*F-27	Supply Center Inventory Accounting, TL 1, 5/80	60	DFD
F-31	Standard Costs—Mail Equipment Shops, TL 3, 8/80	61	DFD
F-45	In-Office Cost Sampling Procedures, TL 5, 10/80	4, 6, 17, 31	DFD
M-5	Schemes: Construction, Assignment, Training and Proficiency, Aug. 1980	4, 14, 40, 51	SC
M-28	Data Recorder Transactions and Operating Instructions, April 1980	31	RAB
M-31	Domestic Air Service Instructions, TL 7, 5/80	31, 34, 41	RAB
M-37	Rural Delivery Carriers Duties and Responsibilities	31, 34, 41, 51	DFD
*M-38	Management of Rural Delivery Services 7/80	31, 34, 41, 51	DFD
M-54	Letter Sorting Machines, Aug. 1980	31, 34, 41, 46	DFD
M-61	Origin-Destination Information System (ODIS) Data Collection Procedures, Oct. 1980	4, 6, 31, 34, 39, 43	SC
M-68	Express Mail Service, TL 18, 5/80	23, 31, 46	DFD
MS-1	Operation and Maintenance of Real Property, TL 3, 7/80	41	MTSC
*MS-70	Intra-BMC Container Lightweight, TL 1, 8/80	41	EASC
P-11	Personnel Operations, TL 7, 10/80	1a	DFD
*P-34	Retirement Guide, Aug. 1980	61	SC
*P-40	EEO Counselling Model, Oct. 1980	61	DFD
*PO-201	Philatelic Center Operations Guide, June 1980	31, 34, 40, 41	SC
*PO-601	Management of Stations, Branches, and Small City Delivery Post Offices, July 80	31, 40	SC
*RE-6	Environmental Procedures, TL 1, 9/80	30-31, 40, 42	DFD
*RE-7	Lease Amendment Program, June 1980	31, 34, 40, 42	SC
T-4	International Surface Mail, TL 8, 5/80	31, 34, 43, 46, 50, 51	DFD
*T-7	Handling, Dispatching, and Transporting Military Mail by Air, TL 1, 9/80	31, 60	DFD

—*Office of Management Services, 12-4-80.*

VACANT REGULAR RURAL ROUTES LISTING NO. 80–52

The vacant rural routes listed below will be posted for bid in accordance with the USPS–NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this POSTAL BULLETIN. Those rural carriers having special bidding rights as defined in the USPS–NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
CENTRAL REGION					
Indiana	Whitestown	46075	01	41:42 (42H)	51.95
	do	46075	02	43:13 (43H)	69.45
	Star City	46985	01	40:44 (41S)	98.18
	Columbus	47201	05	41:01 (41H)	40.50
	Mount Vernon	47620	05	43:02 (43H)	65.10
	Princeton	47620	02	46:16 (46H)	53.50
Iowa	Aurora	50607	01	34:11 (34S)	98.58
	Lime Springs	52155	01	42:48 (43S)	112.45
	Lost Nation	52254	01	34:35 (35S)	79.80
	Keosauqua	52565	01	35:07 (35S)	82.35
Kansas	Maple Hill	66507	01	34:53 (35S)	94.60
	Colby	67701	02	39:44 (40S)	87.41
Kentucky	Almo	42020	01	36:08 (36S)	58.35
	Arlington	42021	02	27:58 (28S)	57.15
	Bardwell	42023	01	42:07 (42H)	83.80
	Bowling Green	42101	11	43:34 (44H)	58.70
	Fountain Run	42133	02	42:30 (43H)	103.40
	Glasgow	42141	06	45:11 (45H)	61.45
	Hartford	42347	01	43:51 (44H)	92.70
	Corydon	42406	01	44;01 (44H)	69.65
	Dawson Springs	42408	01	46:19 (46H)	66.95
Michigan	Pinconning	48650	02	53:39 (45K)	75.56
	Otsego	49078	01	45:25 (45H)	62.85
Minnesota	Hastings	55033	01	44:58 (45H)	60.50
	do	55033	02	42:22 (42H)	77.85
	Osseo	55369	06	46:19 (42J)	17.60
	do	55369	07	44:05 (44H)	27.10
	Prior Lake	55372	07	35:41 (36S)	11.00
	Montevideo	56265	03	44:11 (44H)	10[illegible].30
Missouri	DeSoto	63020	06	37:35 (28S)	32.00
	Imperial	63052	06	37:18 (37H)	22.30
	St. Charles	63301	11	42:49 (43H)	26.80
	Kohoka	63445	01	42:28 (42S)	88.65
Nebraska	Omaha	68108	13	37:00 (37H)	14.55
	do	68108	17	40:30 (41H)	22.95
	do	68108	26	33:41 (34H)	14.60
	do	68108	30	50:18 (46J)	16.40
	do	68108	83	37:53 (38H)	36.60
	do	68108	85	43:30 (44H)	32.70
	Elm Creek	68836	02	46:16 (46H)	130.95
	Lexington	68850	08	38:36 (38H)	17.03
	Hastings	68901	04	35:57 (36S)	32.40
	Sutton	68079	02	40:37 (41S)	110.10
Ohio	Thornville	43076	08	42:11 (42H)	31.66
	Bremen	43107	01	51:46 (43K)	76.95
	Cardington	43315	02	35:24 (35S)	60.55
	Holland	43528	06	41:00 (41H)	15.35
	East Liverpool	43920	03	50:53 (42K)	34.55
	Creston	44217	02	36:00 (36S)	23.45
	Akron	44309	14	56:38 (47K)	35.30
	Alliance	44601	01	49:38 (46J)	28.70
	Dellroy	44620	01	35:00 (35S)	66.10
	Louisville	44641	09	37:36 (38H)	18.90
	Massillon	44646	02	42:31 (43H)	34.40
	Attica	44807	01	35:07 (35H)	63.77
	Polk	44866	01	43:56 (44H)	62.30
	Beaver	45613	02	45:12 (45H)	67.60
	Lima	45802	06	45:56 (46H)	66.77
Wisconsin	Sheboygan Falls	53085	01	46:24 (46H)	72.65
	Wausau	54401	02	46:28 (43J)	90.20
	Antigo	54409	01	45:41 (42J)	74.85
	Mosinee	54455	03	42:28 (43H)	48.20
	Neillsville	54456	03	40:20 (40S)	81.70
	do	54456	04	42:12 (42H)	73.50
	Stratford	54484	01	40:06 (40S)	70.70
	do	54484	02	41:48 (42H)	67.80
	Eagle River	54521	05	47:12 (43J)	88.10
	Phelps	54554	01	44:18 (41J)	85.00
	St. Germain	54558	01	41:37 (42H)	72.90
	Three Lakes	54562	01	42:39 (43H)	96.80
	Wisconsin Rapids	54494	01	41:02 (41H)	58.65
	do	54494	06	40:21 (40H)	55.55
EASTERN REGION					
New Jersey	Barnegat	08005	01	52:48 (44K)	21.55
	Bridgeton	08302	07	47:21 (43J)	39.90
	do	08302	08	42:29 (42H)	39.50
New York	Munnsville	13409	01	36:59 (37S)	63.70
	Medina	14103	03	41:56 (42H)	40.20
	Newfane	14108	03	34:17 (34S)	22.65
	Ithaca	14850	02	47:14 (43J)	41.15
Pennsylvania	Gibsonia	15044	11	36:16 (36H)	13.90
	Wexford	15090	07	43:07 (43H)	22.70
	Avella	15312	03	35:43 (36S)	31.80
	Finleyville	15332	05	35:11 (35H)	10.80
	Venetia	15367	02	38:44 (39H)	24.55
	Johnstown	15901	08	42:22 (42H)	39.30
	Cabot	16023	02	35:38 (36S)	41.17
	York	17405	06	53:10 (44K)	42.40
	Meshoppen	18630	02	39:20 (39S)	72.30
	Oxford	19363	03	46:40 (43J)	51.90
	do	19363	04	43:04 (43H)	41.50
Virginia	Great Falls	22066	72	42:23 (42H)	17.60
	Oakton	22124	74	40:49 (41H)	14.80
	Vienna	22180	68	42:58 (43H)	24.20
	Bandy	24602	01	32:48 (33S)	63.40
West Virginia	Parkersburg	26101	03	48:45 (45J)	34.50
SOUTHERN REGION					
Alabama	Sylacauga	35150	05	49:18 (45J)	104.85
	Birmingham	35203	09	42:17 (42H)	19.55
	do	35203	23	37:33 (38H)	24.40
	Cottondale	35453	03	51:38 (43K)	64.95
	Brilliant	35548	01	41:56 (42H)	86.60
	Florence	35630	08	45:43 (46H)	33.05
	do	35630	09	49:20 (45J)	40.45
	Killen	35645	01	54:07 (45K)	66.63
	Grant	35747	03	35:28 (35S)	49.30
	New Market	35761	02	54:35 (45K)	78.60
	Scottsboro	35768	03	51:14 (43K)	86.90
	Gadsden	35901	06	52:20 (44K)	77.50
	Heflin	36264	01	47:31 (44J)	103.35
Arkansas	Osceola	72370	01	35:45 (36S)	84.26
	Franklin	72536	02	38:33 (39S)	43.20
	Rogers	72756	08	50:00 (42K)	44.65
	do	72756	09	40:06 (40S)	45.85
	Fort Smith	72901	02	48:38 (41K)	60.75
	do	72901	04	49:39 (41K)	47.90
Florida	Daytona Beach	32015	04	44:54 (41J)	34.35
	do	32015	10	51:10 (43K)	35.40
	do	32015	11	41:31 (42H)	28.80
	do	32015	12	44:21 (41J)	18.45
	Jacksonville	32203	02	47:10 (43J)	59.25
	do	32203	14	41:21 (41S)	70.25
Georgia	Macon	31213	16	38:48 (39H)	17.25
	Warner Robins	31293	02	37:15 (37S)	37.80
	Albany	31706	12	47:59 (44J)	48.30
Louisiana	Lafayette	70501	05	35:49 (36S)	33.10
	Lake Charles	70601	07	51:19 (43K)	84.40
	Winnsboro	71295	05	53:17 (44K)	110.05
Mississippi	Leland	38756	01	52:03 (43K)	85.70
	Utica	39175	02	38:40 (39S)	80.96
	Jackson	39208	04	45:48 (42J)	54.55
North Carolina	Silver City	27344	02	46:42 (43J)	83.62
	Rocky Mount	27801	07	40:06 (40S)	51.75
	Greenville	27834	07	46:09 (46H)	27.80
	do	27834	11	34:46 (35S)	26.90
	do	27834	12	37:56 (38H)	21.65
	Charlotte	28226	03	35:45 (36S)	59.60
	do	28226	11	36:47 (37S)	31.00
	do	28226	14	50:01 (42K)	52.00
	Franklin	28734	04	47:14 (43J)	67.00

VACANT REGULAR RURAL ROUTES TO BE POSTED—Continued

State	Name of Post Office	ZIP Code	Route No.	* Route classification and evaluation	Route length
South Carolina	Sumter	29150	02	45:00 (45H)	67.45
	Landrum	29356	03	35:32 (36S)	44.60
	Moore	29369	02	44:11 (41J)	38.42
	Central	29630	04	35:00 (35S)	29.70
	Fountain Inn	29644	03	35:00 (35S)	60.45
Tennessee	Bell Buckle	37020	02	38:05 (38S)	73.40
	Liberty	37095	02	34:37 (35S)	86.10
	White Bluff	37187	02	42:16 (42H)	62.80
	Greenville	37734	04	47:09 (43J)	78.95
	Oliver Springs	37840	05	36:10 (36H)	15.10
	Knoxville	37901	08	46:07 (46H)	60.25
	do	37901	49	37:42 (38H)	23.70
	do	37901	50	47:53 (40K)	23.15
	Crossville	38555	12	39:33 (39H)	33.95
	Sparta	38583	10	46:11 (46H)	60.15
	do	38583	11	36:17 (36S)	41.65
Texas	Bonham	75418	01	41:21 (41S)	90.75
	Texarkana	75501	02	39:22 (39S)	54.30
	Carthage	75633	04	51:14 (43K)	73.00
	Tyler	75702	16	38:41 (39S)	33.00
	Athens	75751	05	39:18 (39S)	40.00
	Bullard	75757	03	35:59 (36S)	32.85
	Palestine	75801	08	47:02 (43J)	36.00
	Jewett	75846	01	42:11 (42S)	111.00
	Lubbock	79408	03	50:13 (46J)	58.20
WESTERN REGION					
California	Willits	95490	03	37:00 (37S)	40.10
Colorado	Colorado Springs	80901	09	55:14 (46K)	53.18
New Mexico	Texico	88135	02	24:53 (25S)	74.60
Washington	Gig Harbor	98335	05	49:10 (45J)	32.90
	Olympia	98501	15	46:05 (42J)	49.35
	Raymond	98577	02	42:36 (43H)	75.25
	Toledo	98591	01	54:13 (45K)	100.60
Arizona	Chandler	85224	01	53:36 (45K)	47.75
	Tucson	85726	13	51:00 (43K)	53.85
California	Saugus	91350	01	45:47 (42J)	73.50
	Ojai	93023	06	40:15 (40H)	21.85
	do	93023	07	40:01 (40H)	19.60
	Oceano	93445	02	39:45 (40H)	9.55
	Salinas	93901	08	45:25 (42J)	46.00
	do	93901	11	37:27 (37S)	37.60
	Pleasanton	94566	02	38:04 (39S)	51.30
	Sonora	95370	09	41:50 (42H)	44.95
	do	95370	10	44:55 (46H)	28.40
	Windsor	95492	03	40:37 (41H)	22.60
	do	95492	04	36:00 (36H)	10.50
Colorado	Idaho Springs	80452	01	26:42 (26S)	67.80
	Fort Collins	80521	09	43:57 (44H)	59.20
	do	80521	15	35:06 (35S)	20.40
	do	80521	16	47:19 (43J)	28.40
	Loveland	80537	02	48:36 (45J)	58.20
Hawaii	Haiku	96708	02	43:52 (44H)	43.00
	Makawao	96768	04	42:20 (42H)	25.00
Idaho	Rigby	83442	04	36:57 (37S)	45.80
	Coeur D' Alene	83814	06	40:40 (41H)	25.15
Montana	Billings	59101	05	39:31 (40H)	23.10
	do	59101	09	43:01 (43H)	50.65
	Dutton	59433	02	32:23 (32S)	98.95
Oregon	Otis	97368	02	41:59 (42H)	42.35
	Medford	97501	09	35:32 (36S)	33.25
	Rogue River	97537	03	37:33 (38H)	17.70
Washington	North Bend	98045	03	36:30 (37S)	31.10
	Everett	98201	09	36:28 (36S)	23.76
	Bow	98232	02	35:20 (35S)	54.25
	Sequim	98382	09	36:28 (36H)	13.80
	Sumner	98390	11	41:33 (42H)	29.40
	do	98390	12	39:14 (39H)	25.80
	Chehalis	98532	08	39:11 (39S)	43.30
	Yelm	98597	02	46:51 (43J)	47.85
	Medical Lake	99022	01	53:59 (45K)	51.00
	Veradale	99037	04	36:16 (36S)	21.10

*The "Route Classification and Evaluation" published in this POSTAL BULLETIN may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

—Labor Relations Dept., 12-4-80.

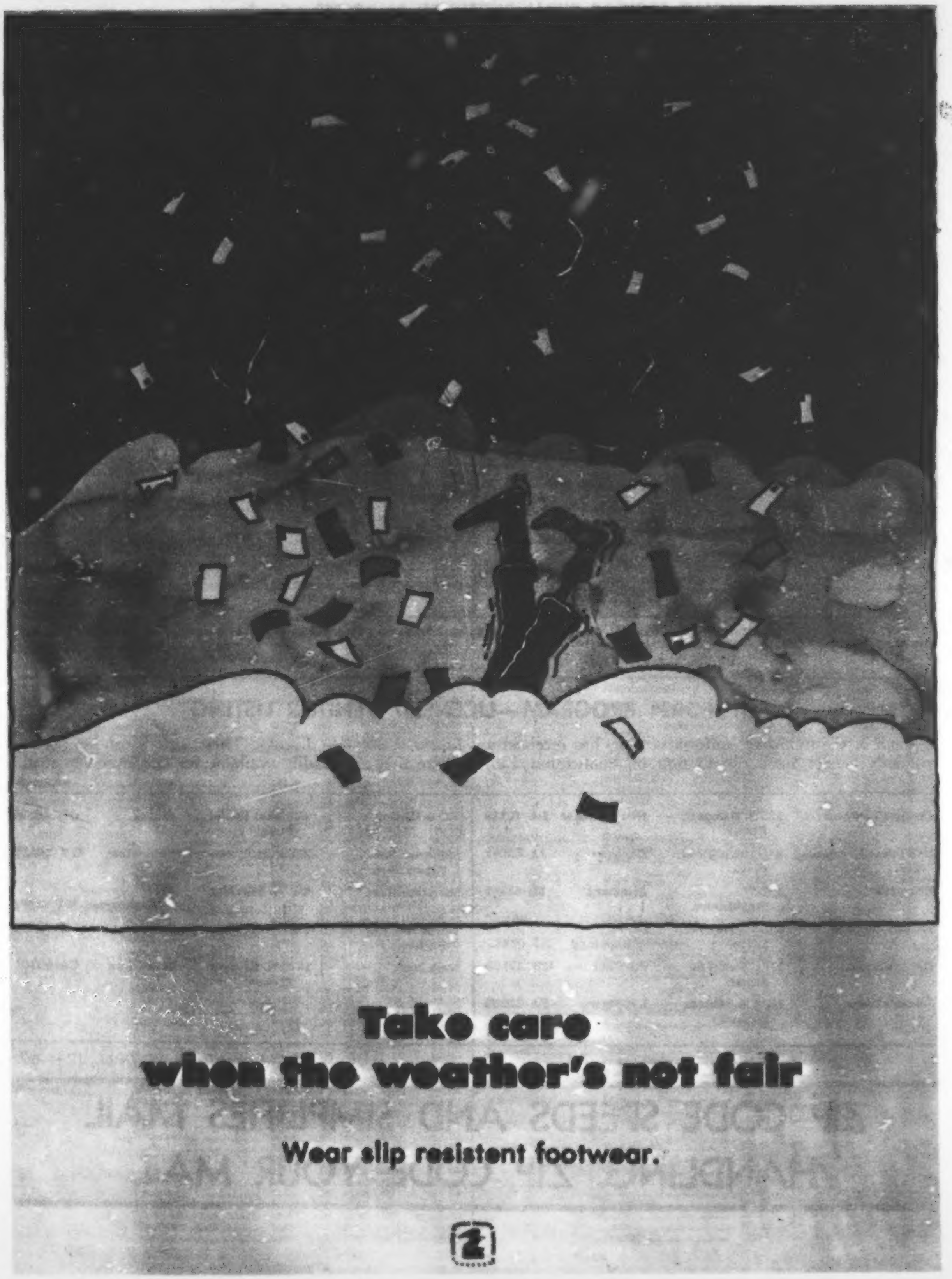
UNIFORM PROGRAM—LICENSED VENDOR LISTING

Each of the following uniform vendors has received a vendor's license since distribution of Publication 136, *Licensed Vendor Listing*. These lists must be posted where they are readily available for employee's to read.

Creative Footwear	122 S. Rampart Street	New Orleans	LA 70112
DeWinters Footwear, Ltd.	835 Town Clock Plaza	Dubuque	IA 52001
Eckhart's	121 W. Washington	Altamont	IL 62411
Fit Rite Uniform	25 Ripplewood Drive	Lake Hopatong	NJ 07849
Hangge Shoes	1101 West 7th Street	St. Paul	MN 55102
Joseph's Shoes	1333 E. Lincoln Highway	Levittown	PA 19056
Rhees Clothes	106 East Poplar Street	Sidney	OH 45365
Shinnston Shoe Repair Shop	229 Pike Street	Shinnston	WV 26431
Shoreline Shoes	221 N. Franklin	Port Washington	WI 53074
Toledo House of Uniforms	2147 West Central	Toledo	OH 43606
Work Duds	1618 E. Edinger Avenue	Santa Ana	CA 92707

—Labor Relations Dept., 12-4-80.

ZIP CODE SPEEDS AND SIMPLIFIES MAIL HANDLING. ZIP CODE YOUR MAIL


Take care
when the weather's not fair
Wear slip resistent footwear.

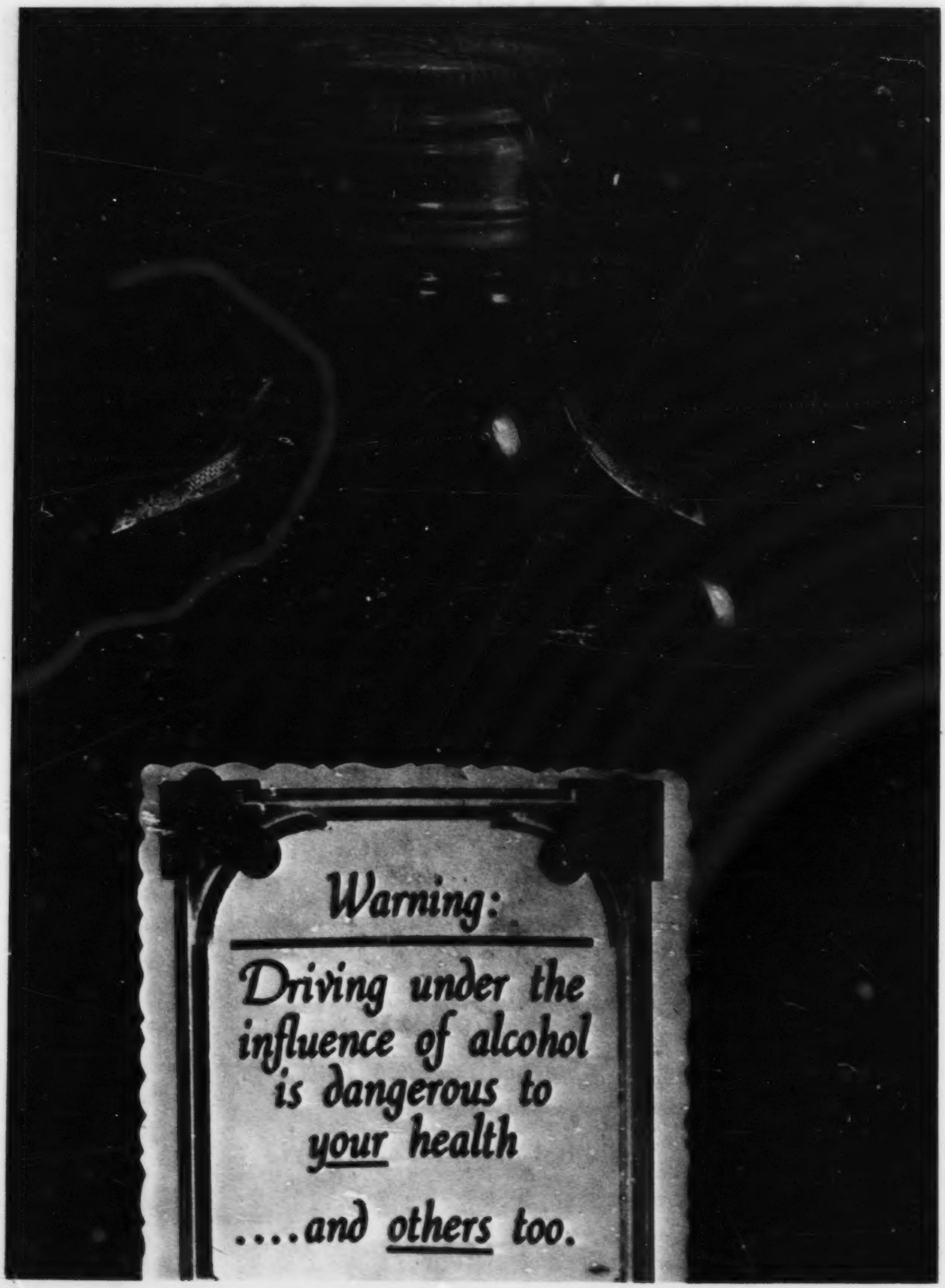
Warning Notice—Unrecovered Stolen Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)

The following money orders are void and should not be cashed: (1) All card type orders. (2) New style orders 000,000,001—291,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, KIA 0B1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21273 article.

295,946,650 to 6,661
296,077,001 to 7,053
296,077,201 to 7,300
297,173,660 to 3,900
297,213,342 to 3,500
297,444,801 to 5,500
297,700,501 to 0,700
298,072,101 to 2,600
299,902,655 to 2,700
305,253,101 to 3,600
306,165,495 to 5,500
306,698,463 to 8,500
306,933,345 to 3,400
307,200,601 to 1,000
307,806,061 to 6,100
310,917,957 to 8,100
310,956,020 to 6,200
311,577,901 to 8,100
311,994,658 to 4,700
314,162,132 to 2,200
315,105,301 to 5,500
315,788,118 to 8,140
317,630,301 to 0,400
321,087,737 to 7,800
321,272,306 to 2,400
321,489,229 to 9,300
322,180,820 to 1,000
323,294,360 to 4,400
323,296,838 to 6,856
323,297,695 to 7,730
323,485,231 to 5,240
323,997,101 to 7,400
326,023,246 to 3,300
328,436,401 to 6,500
331,892,798 to 3,000
332,069,432 to 9,500
336,646,801 to 7,300
336,661,265 to 1,500
336,825,701 to 7,000
336,909,925 to 0,000
337,395,212 to 5,300
338,038,706 to 8,800
338,891,701 to 2,200
339,519,801 to 9,900
339,735,184 to 5,200
340,711,001 to 3,000
341,462,701 to 2,900
343,703,708 to 3,900
343,760,901 to 1,000
343,945,919 to 5,940
344,536,201 to 6,400
344,821,230 to 1,297
344,854,601 to 4,700
345,299,801 to 9,900
345,986,501 to 6,600
347,238,201 to 8,300
347,975,946 to 5,959
348,086,296 to 6,300
348,190,501 to 0,900
349,779,757 to 9,800
351,452,949 to 3,000
351,490,001 to 0,600
353,461,741 to 1,800
355,360,601 to 1,000
357,010,401 to 0,500
357,339,409 to 9,455
358,180,401 to 0,600
359,269,750 to 9,790
359,547,122 to 7,150
359,790,481 to 0,540
359,791,901 to 1,920
359,994,676 to 4,700
361,168,730 to 8,900
361,201,906 to 2,100
362,295,806 to 5,819
363,463,501 to 4,500
363,475,801 to 6,100
363,496,901 to 7,000
363,633,090 to 3,100
363,794,701 to 5,200
365,301,401 to 1,500
365,318,801 to 9,000
365,867,401 to 7,500
365,867,517 to 7,600
366,888,911 to 9,000
366,967,107 to 7,200
367,683,901 to 4,000
368,108,160 to 8,600
368,416,575 to 6,600
368,773,419 to 3,500
368,847,601 to 7,700
370,494,001 to 4,200
370,549,601 to 50,000
370,783,700 to 3,800
372,401,123 to 1,500
372,429,101 to 9,500
374,013,262 to 3,300
374,433,401 to 4,000
374,988,860 to 8,880
375,040,201 to 0,400
375,079,981 to 80,030
375,192,501 to 2,700
375,432,201 to 2,500
377,011,946 to 2,400
379,786,742 to 6,760
390,557,101 to 7,170
390,581,961 to 2,040
390,986,708 to 6,730


Warning:
Driving under the influence of alcohol is dangerous to your health
....and others too.

MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices, including Inspection Service Forms 577, should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below). Destroy PB 21273 listing. **B. Old Style.** (Gray). **C. Counterfeit.** The listing from PB 21240 remains valid for both B. and C.

165 705 7000 to 7999
210 868 4500 to 4699
211 436 5608 to 5699
213 578 4229 to 4399
217 210 7100 to 7299
217 268 2574 to 2699
217 667 3400 to 3599
217 902 4181 to 4299
218 755 4591 to 4699
221 371 4600 to 4999
221 661 5318 to 5499
222 224 8100 to 8499
222 536 2000 to 2299
224 206 6400 to 6491
224 554 9830 to 0399
225 268 1655 to 1799
225 711 9700 to 9999
225 712 0000 to 0999
225 767 2000 to 2299
227 097 4600 to 4699
227 254 9800 to 0099
227 611 4000 to 4599
229 117 4866 to 4999
229 346 9900 to 9999
229 434 3500 to 3599
229 531 9700 to 9899
229 563 1918 to 1999
229 576 1800 to 1899
230 826 8683 to 8799
231 147 0883 to 1499
231 525 7893 to 7999
232 295 7249 to 7599
232 665 0292 to 0399
233 262 7907 to 7999
233 407 5872 to 5899
233 516 6100 to 6199
233 638 1200 to 1799
234 031 6456 to 6999
234 261 4500 to 4599
234 431 3655 to 3699
234 659 4000 to 4199
234 659 8700 to 8999
234 802 1060 to 1199
234 997 1000 to 1599
235 254 2060 to 2099
236 388 4842 to 5099
236 576 9520 to 9599
236 755 8000 to 8099
236 937 5803 to 5999
236 941 5400 to 5499
237 413 7500 to 7599
237 423 4111 to 4199
237 457 5600 to 5699
237 457 5800 to 5899
237 702 6823 to 6899
237 702 6921 to 6999
238 165 7700 to 7799
238 169 7587 to 7599
238 377 4508 to 4599
238 586 3100 to 3299
239 199 0700 to 1099
239 204 9916 to 9999
239 481 4728 to 4799
239 549 7116 to 7499
239 575 2000 to 2199
239 596 4800 to 4999
239 985 7000 to 7499
240 108 6501 to 6599
240 252 6400 to 6899
240 256 2900 to 3199
240 639 3561 to 3599
240 855 7000 to 7099
240 901 5900 to 5999
241 081 9274 to 9299
241 224 7209 to 7299
241 685 5124 to 5199
241 694 1800 to 1899
241 902 2600 to 2799
242 021 2262 to 2499
242 585 4155 to 4299
242 591 4500 to 4699
242 605 0000 to 0999
242 621 8314 to 8399
242 816 1337 to 1399
243 112 4109 to 4120
243 228 7200 to 7499
243 766 6730 to 6799
243 805 0000 to 0299
243 906 7800 to 8199
244 299 2000 to 2199
244 366 8800 to 8899
244 381 3024 to 3099
244 525 0719 to 0799
244 657 7700 to 7899
244 678 2333 to 2499
244 743 7100 to 7399
244 895 5575 to 5599
245 103 9300 to 9399
245 103 9400 to 9499
245 118 6754 to 6768
245 279 1420 to 1448
245 279 1510 to 1599
245 591 1626 to 1799
245 695 0346 to 0399
245 973 2677 to 2699
246 076 7300 to 7399
246 155 4048 to 4099
246 155 5000 to 5499
246 402 6511 to 6599
246 608 6300 to 6399
246 609 9545 to 9799
246 816 2600 to 2699
246 973 1372 to 1399
247 012 0500 to 0599
247 066 9300 to 9399
247 086 4200 to 4299
247 113 5635 to 5699
247 490 1960 to 1999
247 490 2086 to 2099
247 497 4000 to 4099
247 544 0200 to 0214
247 575 4400 to 4499
247 929 6417 to 6799
247 983 1511 to 1899
248 120 4322 to 4399
248 244 7246 to 7299
248 317 7624 to 7699
248 397 2163 to 2199
248 423 4864 to 4899
248 440 7916 to 7971
248 718 7317 to 7399
249 680 4872 to 4899
249 945 6900 to 6999
249 996 6000 to 6099
249 996 6300 to 6499
250 452 4971 to 4999
250 483 0600 to 0699
250 547 7046 to 7099
250 565 7029 to 7040
250 833 7200 to 7399
250 919 5218 to 5299
250 951 4340 to 4363
250 991 9778 to 9799
251 518 6281 to 6399
251 964 6056 to 6199
251 997 2913 to 2999
252 171 2041 to 2056
252 206 2101 to 2199
252 206 9532 to 9599
252 235 4400 to 4499
252 235 4581 to 4899
252 238 2299 to 2399
252 432 6988 to 6999
252 891 1159 to 1199
253 175 2670 to 2699
253 192 7311 to 7399
253 293 5931 to 5940
253 446 4033 to 4099
253 547 6013 to 6049
253 547 6054 to 6099
253 747 6924 to 6999
254 107 8590 to 8599
254 107 8913 to 8999
254 254 4490 to 4499
254 259 8867 to 8899
254 259 8951 to 9099
254 740 8408 to 8445
255 125 5568 to 5599
255 125 8500 to 8599
255 150 5300 to 5399
255 176 5373 to 5399
255 276 0949 to 0999
255 281 2647 to 2699
255 440 4800 to 4899
255 440 4900 to 4999
255 754 3621 to 3699
255 857 4749 to 4799
256 140 5400 to 5499
256 193 5100 to 5159
256 695 0525 to 0599
258 444 7185 to 7199
258 480 2600 to 2899
258 618 0254 to 0299
258 643 2765 to 2774
258 950 5217 to 5299
258 950 5433 to 5499
259 084 1386 to 1399
259 227 0000 to 1499
259 340 0828 to 0999
259 628 0936 to 0999
259 745 1300 to 1499
259 783 7821 to 7899
259 825 5819 to 5899
259 950 3053 to 3099
259 950 3300 to 3499
260 039 2699 to 2999
260 144 7415 to 7499
260 198 2856 to 2898
260 324 9000 to 9099
260 479 3500 to 3599
260 743 5000 to 5099
261 002 6451 to 6499
261 052 5271 to 5299
261 175 6200 to 6299
261 459 5800 to 5899
261 459 6722 to 6799
261 533 2067 to 2299
261 954 6334 to 6399
261 965 4168 to 4199
262 604 1515 to 1599
262 949 9200 to 9299
262 963 4912 to 4999
263 323 0768 to 0799
263 407 7000 to 7099
263 879 6741 to 6799
264 132 9200 to 9299
264 205 4017 to 4099
264 366 7033 to 9499
264 405 9660 to 9699
264 786 2900 to 2999
265 370 8800 to 8999
265 956 3900 to 3999
800 502 3000 to 3999
800 941 7900 to 7999
801 278 3600 to 3999
801 579 6056 to 6098
801 629 1900 to 1999
802 029 5199 to 8999
802 265 0575 to 1999
802 751 1128 to 1299

UNITED STATES POSTAL SERVICE
WASHINGTON, D.C. 20260
OFFICIAL BUSINESS

PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE, $300

U.S.MAIL

FIRST CLASS

Schedule. The Postal Bulletin is published every Thursday by the Directives and Forms Division of the U.S. Postal Service, Washington, DC 20260.

Distribution. The Bulletin is received by all postal facilities.

Effective Period. Postal Bulletin articles are effective for six months unless otherwise specified.

Index. A quarterly index of Bulletin articles appears early in the months of January, April, July, and October.

Orders.
Public sale:
Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402
Single copy: $1.25; $1.60 foreign
Subscription: $50.00, $62.50 for foreign mailing
Postal facilities:
For one time orders, send Form 7380 to the Eastern Area Supply Center.
To change quantity received, send Form 1286 to the Directives and Forms Division, giving justification.

21275

UNITED STATES POSTAL SERVICE U.S. MAIL

postal bulletin

PB 21275—December 11, 1980—16 Pages

NEWARK PUBLIC LIBRARY
DEC 25 1980
U.S. GOVT. PUBS.
DEPOSITORY 376

1980 IRS Tax Packages

See POSTAL BULLETIN 21272 (11-20-80) for details on delivery of tax packages. 1980 tax package mailings began November 17, 1980. They are being sent at the bulk third-class rate.

Packages with the endorsement (in bold blue letters), *Postmaster Deliver Immediately* should be delivered as soon as possible under third-class guidelines.

All packages (the majority) without this endorsement must be held and not delivered before December 26, 1980, but delivered as soon as possible after that date.

Tax packages should be forwarded within the U.S. **without collection of postage due from the addressees.** However, if the forwarding address is a foreign country or if the package is otherwise undeliverable, it should be destroyed. Do not, under any circumstances, put undeliverable packages in post office lobbies.—*Customer Services Dept., 12-11-80.*

Supply Item Additions

The following are newly established items of supply which are now available from area supply centers:

POIN	Description	U.O.I.	Price
8206J	Glove; work, cloth, knit wrist type, leather palm, medium size.	Pair (PR).	$1.21
8206K	Glove; work, same as above except small size.	PR	1.17
8206L	Glove; work, same as above except extra large size.	PR	1.25

Offices needing these gloves may order them from their supporting area supply center on Form 7380, *Supply Center Requisition*, during regular requisitioning cycles.

Above items will be included in Publication 24, *Supply Catalog*, at the next revision.—*Procurement and Supply Dept., 12-11-80.*

Regional Processing of Forms 1286

Effective immediately, submit Forms 1286, *Request for Postal Publications*, to the Regional Administration Branches (RABs) instead of to the Directives and Forms Division (DFD) at Headquarters. This decentralization will increase efficiency in requisitioning directives and in making any necessary address/mailing list changes.

In completing Form 1286:

a. Enter the mailing address of *your* facility on the mailing label at the top of the form.

b. Do not use a window envelope to mail the form. Instead, put the form in a regular envelope addressed to your RAB.

The addresses of the RABs are listed below.

Manager, Administration Branch
Eastern Regional Headquarters
U.S. Postal Service
P.O. Box 8601
Philadelphia, PA 19109
Phone: FTS 597-9784

Manager, Administration Branch
Northeast Regional Headquarters
1633 Broadway (at 50th Street)
New York, NY 10098
Phone: FTS 649-8393

Manager, Administration Branch
Central Regional Headquarters
U.S. Postal Service
433 W. Van Buren Street
Main Post Office Bldg.
Chicago, IL 60699
Phone: FTS 886-3118

Manager, Administration Branch
Western Regional Headquarters
U.S. Postal Service
San Bruno, CA 94099
Phone: FTS 470-9267

Manager, Administration Branch
Headquarters, Southern Region
U.S. Postal Service
Memphis, TN 38166
Phone: FTS 222-2654

—*Office of Data Management, 12-11-80.*

International Mail—Venezuela

Effective immediately, the postal administration of Venezuela will resume registry service for postal union mail addressed for delivery in Venezuela. This instruction supersedes the instructions in POSTAL BULLETIN 21261 (9-4-80).—*Rates & Classification Dept., 12-11-80.*

Domestic First Flight Philatelic Service

Piedmont Airlines will begin first flight round trip service between Charlotte, NC, and Orlando, FL, on January 7, 1981.

No cachet will be applied. Official philatelic treatment is authorized as outlined in 244.63, POSTAL OPERATIONS MANUAL.

To prepare and send covers for official philatelic treatment, follow these procedures:

1. Address all covers.
2. Applicable rate of postage per cover is 15 cents for the first ounce; 13 cents for each additional ounce up to 12 ounces.
3. Provide a clear space of 1½ inches to the left of the innermost stamp to permit a clear postmark.

Continued on p. 2

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P1.3:

Continued from p. 1

4. Include in each envelope a uniform enclosure of the approximate thickness of a postal card to assure a good impression.

5. Enclose the prepared covers in another envelope and address as follows:

Postmarks to be applied by	*Send covers to*
Charlotte City Post Office	Postmaster U.S. Post Office Charlotte, NC 28228
Orlando City Post Office	Postmaster U.S. Post Office Orlando, FL 32802

6. Endorse the lower left corner of the outer envelope containing the covers with the words *First Flight* Covers for easy identification.

7. Mail the covers to reach the office applying the postmark no later than three days before the scheduled date of the flight.

Covers bearing previous postmarks and those not prepared according to these instructions will not receive cancellations.

There will be a limit of 50 covers per customer.—*Customer Services Dept., 12-11-80.*

Selling to the Postal Service

The revised Publication 151, *Selling to the Postal Service,* designed to provide information and guidance to prospective bidders on how to do business with the Postal Service, is available from the area supply centers. The pamphlet covers such areas as procedures involved in selling to the Postal Service; where to obtain specific assistance; a representative sampling of the commodities the Postal Service is interested in purchasing; a synopsis of USPS buying procedures; what is expected from the successful bidder; and a listing of available government procurement publications to assist the bidder.

A limited distribution has been made within the Postal Service. Copies of the publication may be ordered on Form 7380, *Supply Center Requisition,* to cover your need until your next regular requisition.

All copies dated before August 1980 are obsolete and are to be removed from distribution and destroyed.—*Procurement and Supply Dept., 12-11-80.*

International First Flight Cachet

Continental Airlines will begin first flight service from Houston, TX, to Cancun, Cozumel, and Merida, Mexico, on January 10, 1981.

Official cachet and philatelic treatment are authorized as outlined in POSTAL OPERATIONS MANUAL 244.63.

To prepare and send covers for official philatelic treatment for this service, observe the following procedures:

1. Address all covers.

2. Applicable rate of postage per cover is 15 cents for the first ounce, 13 cents for each additional ounce up to 12 ounces.

3. Allow a clear space, 2½ by 2½ inches, on the lower portion of the envelope and to the left of the address, for the cachet.

4. Provide an additional clear space of 1½ inches to the left of the innermost stamp to permit a clear postmark.

5. Include in each envelope a uniform enclosure of the approximate thickness of a postal card to assure a good impression.

6. Enclose the prepared covers in another envelope, indicate segment desired by pencil notation in the upper right hand corners of the covers, and address as follows:

Cachets to be applied by	*Send Covers to*
Houston City Post Office	Postmaster Main Post Office Houston, TX 77201
Houston Airport Mail Facility	Operations Manager Airport Mail Facility Houston, TX 77205

7. Endorse the lower left corner of the outer envelope containing the covers with the words *First Flight Covers* for easy identification.

8. Mail the covers to reach the office applying the cachet no later than three days before the scheduled date of the flight.

9. Aerogrammes and postal cards will not be accepted.

Covers bearing previous postmarks and those not properly prepared according to these instructions will not receive cachets or cancellations.

There is a limit of 50 covers per customer per flight.—*Customer Services, Dept., 12-11-80.*

All Personnel Processing Mail for Dispatch Abroad

Foreign Order Notice 28

A tentative *Lottery order* has been issued against:

CANADA

Philmo Ent. Ltd.
Box 3590
and
Planning Dept.
PO #3590
Vancouver, B.C.

IRELAND

Liam Lee
Culleen
Headford, Galway

Mary Kelliher
33 Sandford Ave.
S.C. Road
Dublin

Jamie Price
Camelot Studios
Ballygaddy Rd.
Tuam, Co. Galway

Betty Cole
Derryhill
Mountmellick, Co. Laois

ENGLAND

World Wide Publications
P.O. Box 202, 179 Queensway
London W2 5JB

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to the Postmaster of New York, NY 10001, Attention: Claims, Inquiry and Undeliverable Mail, Room 4508. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all SCFs and designated International Exchange Offices.—*Judicial Officer, 12-11-80.*

Domestic Orders

False Representation. Enforced by postmasters at cities listed.

State/City	*Name Covered*
MD, Silver Spring 20907	American Research Labs P.O. Box 952
FL, St. Petersburg 33730	Floorco Products P.O. Box 20007
CA, Santa Rosa 95402	H. P. Enterprises 850 Second Street Suite B

—*Judicial Officer, 12-11-80.*

OUTSTANDING HANDICAPPED POSTAL EMPLOYEES

Awards

A service-wide award is presented annually to the outstanding handicapped employee of the Postal Service. Appropriate awards will also be presented to the outstanding handicapped employee at Postal Service Headquarters and to the outstanding handicapped employee in each region.

Nature of Award

The service-wide award for the outstanding Postal Service handicapped employee is a plaque bearing the seals of the U.S. Postal Service and the President's Committee on Employment of the Handicapped; and the signature of the Postmaster General and the Chairman of the President's Committee on Employment of the Handicapped. Finalists will receive a distinctive 10- by 12-inch certificate bearing the same inscription.

Eligibility

Eligibility is extended to all severely physically handicapped and/or mentally retarded postal employees who have held positions at least two years. The awards are intended to recognize excellence. Nominees must have demonstrated outstanding achievement in their job performance that clearly exceeds requirements for their respective postal occupations.

Categories of Award

1. Headquarters award
2. Regional awards
3. Service-wide award

Action Required

Each post office employing a physically handicapped or mentally retarded person may submit a recommendation to the Regional Director, Employee and Labor Relations, no later than March 13, 1981. Headquarters Groups and/or Departments submit recommendations to the General Manager, Headquarters Personnel Division, no later than March 13, 1981. Nominations should be based on individual effort only and must contain the following information:

1. A narrative of justification covering job performance, and examples of courage and initiative which served as an inspiration to others.

2. Identification details (preferably in the following format to assist the screening committee in reviewing nominations):

a. Name of post office, organizational unit, and location where employee works;

b. Name, grade (level and step), and job title of employee;

c. Home address;

d. Date of birth;

e. Social security number;

f. Veterans' preference, if applicable;

g. Date entered on duty—Postal Service;

h. Total years of Postal Service;

i. Total years of other Federal service;

j. Educational background;

k. Description of handicap (use handicap codes listed in Exhibit 611–811, Handbook P–11, Personnel Operations) if not fully covered in narrative;

l. Agency recognition (awards, etc.) if not fully covered in narrative;

m. Community service, if not fully covered in narrative;

n. Community recognition (professional associations, organizations, etc.), if not fully covered in narrative;

o. Other biographical data; e.g., family, hobbies, military service, place of birth.

3. One 8 by 10-inch glossy print (black and white) of the nominee at work.

4. A signed release authorizing use of the picture for program promotion.

The Regional Postmaster General and the Regional Coordinator of the Handicapped, or their designees, will evaluate the regional nominations, select a winner, and forward the regional nominations of the year to the Special Employment Programs Administrator, Employee Relations Department, USPS, Washington, DC 20260, no later than April 3, 1981 for final selection for the service-wide award.

The General Manager, Headquarters Personnel Division, and the Headquarters Handicapped Coordinator will evaluate the Headquarters nominations, select the winner, and forward the Headquarters nomination of the year to the Special Employment Programs Administrator, Employee Relations Department, Headquarters, no later than April 3, 1981, for final selection for the service-wide award.

Presentations of Awards and Certificates

The plaque and certificates will be presented in Washington, DC, as soon as possible after the nominations have been evaluated. In keeping with the importance of this recognition, the presentations will be made at an appropriate ceremony and will reflect the Postal Service's appreciation of special achievements and contributions by the finalists which have increased service, economy, productivity, and efficiency.

Logistics

Travel costs and per diem for the finalists and authorized officials accompanying the finalists (and other escorts when required; e.g., when the finalist is blind, or confined to a wheelchair, or similarly handicapped as to require assistance in travel) will be paid by the regional headquarters sponsoring the nominee.—*Employee Relations Dept., 12–11–80.*

Consumer Service Card

There are some problems in the use of the new, yellow, four-part Consumer Service Card, 4314–C.

In some instances, customers are writing "Washington, DC" on the address side of the card instead of the name and address of the local post office. As a result, the Office of Consumer Affairs receives many cards directly from customers. We recommend use of an inked stamp to place the name of the post office, station, or branch; state; and ZIP Code on the address side of the post office file copy before putting the card in post office lobbies. This should reduce the number of cards being mailed directly to Washington.

The card processing center is also receiving many post office file copies of the card. The four-part card provides a copy for the customer's record; a copy to be mailed under cover to the processing center; the third, or action copy, to be returned to the processing center upon resolution with the customer; and the final copy, post office file copy, for retention at the local office. Please do not send the file copies to the card processing center.—*Customer Services Dept., 12–11–80.*

CURRENT POSTERS AND SIGNS

This list of posters and signs completes the current list of directives which was formerly Chapter 4 of Publication 24, *Supply Catalog*. The entire list will be issued as Publication 23, *Directives Catalog*, early next year.

Current labels and notices were listed in POSTAL BULLETIN 21270 (11–6–80); current publications and handbooks in PB 21274 (12–4–80) and PB 21246 (5–22–80). Obsolete directives were listed in PB 21266 (10–9–80).

Poster	Date	Title	Size	Unit of Issue
3–116	7/80	Attention Waterfowlers	10½ x 16	each
1	3/70	Do's, Don'ts Packing Untied Mail	11 x 17	each
2	12/80	Shop Early, Mail Early	24 x 36	each
2A	12/80	Shop Early, Mail Early	17 x 22	each
2B	12/80	Shop Early, Mail Early	8½ x 11	each
4A	1/73	Programmed Delivery Day—Color Coded Label Chart	8 x 10½	each
6	7/71	Reward	8 x 10½	each
7	8/76	Rules & Regulations Governing Conduct on Postal Property.	11 x 14	each
13	1/75	Metered Better, Treated Better	17 x 22	each
15A	3/72	Passport Applications Accepted Here	22 x 28	each
16	6/75	Banding Letter Mail	17 x 22	each
20	2/78	BMC Container Loading	11 x 14	each
21	5/71	Political Recommendations Prohibited	8 x 10½	each
25A	3/78	Criteria for Processing Parcels in Bulk Mail Centers	17 x 22	each
25B	11/79	Criteria for Processing Parcels in Bulk Mail Centers	24 x 31	each
25C	9/78	Fourth Class Mail, Distribution to BMC's	8½ x 11	each
26A	6/76	Change of Address Kit—Moved Mail	30 x 40	each
26B	6/76	Change of Address Kit—Moved Mail	17 x 22	each
26C	6/76	Change of Address Kit	17 x 22	each
28A	12/71	Truck Emblem (Large—Eagle facing right and left)	22 x 28	each
28B	6/71	Truck Emblem (Small—Eagle facing right and left)	14 x 18	each
29	7/71	"The Right Appearance Says the Right Thing for You and the USPS."	11 x 14	each
32	10/80	Postmaster/Consumer Protection Week	21 x 28	each
31A	8/80	Tell Us	21 x 28	each
31B	4/79	Mail Problem (Counter Poster w/pocket for cards)	12 x 18	each
31C	2/77	Problemas Con El Correo?	12 x 18	each
31D	2/77	Problemas Con El Correo? (Counter Card)	17 x 22	each
31E	2/78	Mail Problem? (Wall Poster)	17 x 22	each
35	8/79	How to Prepare Your International Express Mail Shipment.	14 x 20	each
39A	12/78	E-Com	21 x 28	each
39B	12/78	E-Com	8½ x 11	each
42	1/79	To Employees of the U.S. Postal Service (FLSA Poster)	11 x 17	each
43	1/79	Operating Instructions for the Beseler Cue/SEE	11 x 14	each
44	8/79	Express Mail—Next Day	11 x 14	each
48	6/72	Smoking Area	6 x 24	each
49	1/77	Tire Pressure Chart	16 x 19½	each
51	8/78	International Postage Rates and Fees	17 x 22	each
56A	3/80	Damaged First Day Covers Break a Collector's Heart	8½ x 11	each
56B	3/80	Damaged First Day Covers Break a Collector's Heart	21 x 28	each
74	9/78	Packaging Pointers	17 x 22	each
85A	12/74	On-Site Meter Setting Program	17 x 22	each
85B	....	On-Site Meter Setting Program (Counter Card)	14 x 18	each
88	3/80	How to Prepare Your Express Mail Custom Designed Service Shipment.	13 x 20	each
88A	....	How to Prepare Your Express Mail Custom Designed Service Shipment.	15½ x 10½	each
89	9/80	How to Prepare Presort First Class Mail	22 x 17	each
103	3/80	Postage Rates, Fees, and Information	17 x 22	each
170	11/66	The Postal Customer's Bill of Rights (Counter Display)	9 x 11	each
187	4/74	Labeling Packages of Mail	22 x 36	each
195	4/73	Report All Assaults, Threats	11 x 14	each

Sign	Date	Title	Size	Unit of Issue
1	10/74	Stamps by Mail Counter Cards	4⅜ x 4⅝	box (20)
3	11/78	Please Do Not Smoke	8 x 10½	each
4	2/79	Site of a New Postal Facility To Serve You (Construction Project Sign).	51 x 93	each
63	8/64	Open Slowly	10 x 3½	each
100		Directional Arrow	2⅜ x 2⅜	each
101	5/72	Stamps	12 x 2½	each
102		Money Orders	12 x 2½	each
103		Special Delivery	12 x 2½	each
103A	9/79	Special Delivery	10½ x 2	each
104		Parcel Post	12 x 2½	each
105		Express Mail	12 x 2½	each
106		Passports	12 x 2½	each
107		Registry	12 x 2½	each
108		Mailgram	12 x 2½	each
109		Food Stamps	12 x 2½	each
110		Philatelic	12 x 2½	each
111		Box Rents	12 x 2½	each
112		Next Window Please	12 x 2½	each
113	12/80	Advance Deposits	12 x 2½	each
114		Information	12 x 2½	each
115		Claims Inquiry	12 x 2½	each
116		Meter Settings	12 x 2½	each
117	6/73	All Services	12 x 2½	each
118		COD Delivery	12 x 2½	each
119B		Sorry, Closed	12 x 2½	each
120		Thank You	12 x 2½	each
121		In	6 x 2½	each
122		Private	12 x 2½	each
123	6/78	Push	6 x 2⅜	each
124	6/78	Pull	6 x 2⅜	each
125		Open	6 x 2⅜	each
126		Entrance	12 x 2½	each
127		No Pets Allowed	12 x 2½	each
128		Exit	12 x 2½	each
129		Out	6 x 2⅜	each
130	8/79	Out-of-Town	12 x 2½	each
130A	8/79	Out-of-Town	10 x 2	each
131		Deposit Mail Here	12 x 2½	each
132		Local	12 x 2½	each
132A	8/79	Local	10½ x 2	each
133		Airmail	12 x 2½	each
133A	8/79	Priority Mail	10½ x 2	each
134		Parcel Only	12 x 2½	each
134A	8/79	Parcel Only	10½ x 2	each
135		(Light Tan Blank Strip)	12	each
135A		Serving America Alpha	24 x 14½	each
136		(Dark Brown Blank Strip)	12	each
137G	4/74	Hours Open (Glass Doors)		set
137W	5/76	Hours Open (Wooden Doors)		set
138A	8/72	U.S. Mail	6 x 11	each
138B	8/72	U.S. Post Office	3 x 8	each
138C	8/72	U.S. Post Office	12 x 14	each
139A	8/72	U.S. Post Office (Lobby Decal)	12 x 48	each
139B	8/72	U.S. Mail (Lobby Decal)	1½ x 8	each
139C	8/72	U.S. Post Office	23½ x 48	each
140	8/72	U.S. Mail	12 x 17	each
141A	8/72	Open—Closed (Contract Station ID)	12 x 7	each
141B	8/72	After Hours—Use the Self Service Postal Station at—(Contract Station 10).	7¼ x 4	each

Sign	Date	Title	Size	Unit of Issue
141C	8/82	Open/Closed (Easel)	8½ x 11	each
142	8/72	Services Available (SSPU and Contract Stations)	9¾ x 10	each
142A	3/73	List of Services	7½ x 6½	each
145	3/78	Check Acceptance Policy	8½ x 11	each
146	....	Porta Sign for Street Supervisors		each

—Office of Data Management, 12–11–80.

VACANT REGULAR RURAL ROUTES LISTING NO. 80–53

The vacant rural routes listed below will be posted for bid in accordance with the USPS–NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this POSTAL BULLETIN. Those rural carriers having special bidding rights as defined in the USPS–NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
CENTRAL REGION					
Illinois	Sterling	61081	01	49:27 (40K)	63.00
	Bushnell	61422	01	43:55 (44H)	88.95
Indiana	Chesterton	46304	04	47:40 (48H)	44.55
	St. John	46373	02	44:16 (44H)	17.89
	Valparaiso	46383	17	38:09 (38H)	35.60
	Roanoke	46783	03	39:35 (40H)	39.35
Iowa	Adel	50003	03	45:34 (42J)	95.35
	Dallas Center	50063	01	48:00 (40K)	91.80
	Knoxville	50138	03	52:30 (44K)	97.75
	Pella	50219	02	43:19 (43H)	83.60
	do	50219	04	45:34 (42J)	90.87
	Runnells	50237	01	34:04 (30H)	70.60
	do	50237	02	44:18 (41J)	46.55
Michigan	Belding	48809	02	42:06 (42H)	72.70
	Lansing	48924	04	41:23 (41H)	41.70
	do	48924	05	51:21 (43K)	21.90
	Kalamazoo	49001	09	46:45 (43J)	29.90
	Cheboygan	49721	01	48:23 (40K)	81.40
	Ossineke	49766	01	48:26 (44J)	69.41
	Iron River	49935	04	38:47 (39S)	56.36
Minnesota	Redwood Falls	56283	03	47:16 (43J)	104.60
	Piers	56364	03	45:16 (42J)	111.20
North Dakota	Williston	58801	01	51:21 (43K)	84.10
Ohio	Painesville	44077	02	42:34 (43H)	36.90
	Mogadore	44260	01	41:44 (42H)	28.90
South Dakota	DeSmet	57231	01	43:41 (44S)	115.10
	Howard	57349	02	44:01 (44S)	134.45
	Aberdeen	57401	01	44:16 (44S)	85.60
	Burke	57523	01	40:27 (40S)	129.25
Wisconsin	Tomah	54660	05	40:54 (41H)	49.00
EASTERN REGION					
New York	Eden	14057	02	45:56 (42J)	37.80
	Fairport	14450	01	48:06 (40K)	17.40
	do	14450	06	41:08 (41H)	18.50
	Ontario	14519	05	37:30 (38H)	16.50
Pennsylvania	Charleroi	15022	01	57:23 (48K)	38.30
	do	15022	02	54:01 (45K)	40.50
	Pittsburgh	15219	05	56:15 (47K)	32.70
	Finleyville	15332	01	52:18 (44K)	34.10
	Mount Pleasant	15666	06	43:21 (43H)	34.10
	Duncannon	17020	02	46:14 (46H)	36.35
	Allentown	18101	09	50:14 (46J)	9.50
	Clarks Summit	18411	01	45:12 (45H)	22.56
	Phoenixville	19460	03	36:52 (37S)	28.00
Virginia	Glen Allen	23060	06	37:30 (38S)	30.10
	Mechanicsville	23111	08	46:41 (43J)	27.95
NORTHEAST REGION					
Massachusetts	Littleton	01460	03	52:47 (44K)	25.40
Connecticut	Kensington	06037	01	45:43 (45J)	38.80
	East Haddam	06423	01	51:04 (43K)	52.46
	Waterbury	06712	01	44:56 (45H)	20.65
New Jersey	Flemington	08822	08	44:21 (44H)	20.93
New York	Brewster	10509	07	36:47 (37H)	15.00
	Carmel	10512	01	39:19 (39H)	28.60
	do	10512	10	38:31 (39H)	32.60
	do	10512	11	39:14 (39H)	21.40
	Mahopac	10541	01	45:14 (41J)	23.92
	do	10541	10	44:03 (44H)	28.71
	Peekskill	10566	04	34:37 (40H)	24.40
	Middletown	10940	03	41:50 (42H)	52.50
	Manorville	11949	03	36:04 (36H)	45.00
	Cobleskill	12043	02	37:10 (37S)	45.70
	West Sand Lake	12196	01	39:11 (39S)	36.15
	Schaghticoke	12154	01	31:36 (32S)	41.70
	Patterson	12563	03	41:50 (42H)	28.40
WESTERN REGION					
California	Kelseyville [1]	95451	03	36:45 (37S)	40.10
	Sebastopol	95472	04	37:53 (38S)	30.20
	Grass Valley	95945	10	17:59 (18S)	15.20
	Gridley	95948	01	42:48 (43H)	37.10
	Palo Cedro	96073	02	37:15 (37S)	24.40
Colorado	Cortez	81321	02	36:27 (36S)	59.20
	Cedaredge	81413	02	35:51 (36S)	34.65
	Fruita	81521	02	35:19 (35S)	40.00
Idaho	Jerome	83338	05	35:13 (35S)	17.80
Oregon	Chatskanie	97016	03	35:04 (35S)	53.45
	Hillsboro	97123	04	47:01 (43J)	48.50
	do	91723	06	41:26 (41H)	48.40
	McMinnville	97128	04	37:03 (37H)	15.45
	Florence	97439	04	40:41 (41H)	22.00
	Gold Beach	97444	02	35:46 (36S)	44.95
	Sutherlin	97479	03	37:31 (38H)	13.45
	Bend	97701	09	44:04 (44H)	31.75
Washington	Woodinville	98072	08	56:51 (48K)	29.45
	Goldendale	98620	04	37:35 (38H)	18.10
	Vancouver	98660	09	43:42 (44H)	31.90
	Yakima	98901	11	45:28 (42J)	30.35

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[1] Formerly sent in as Willits 95490; this was an MSC error.

*The "Route Classification and Evaluation" published in this POSTAL BULLETIN may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

—Labor Relations Dept., 12–11–80.

DMM Revisions

THIRD-CLASS CARRIER ROUTE PRESORT

The following regulations for the third-class carrier route presort level rate are effective immediately. However, until January 1, 1981, mailings which do not contain the *Bulk Rate* endorsement in addition to the *Carrier Route Presort* endorsement (DMM 662.2) will be accepted.

These regulations provide for inclusion of residual pieces in third-class carrier route presort level rate mailings. The number of residual pieces to any 5-digit ZIP Code area may not exceed 5% of the total presorted qualifying carrier route pieces addressed to that 5-digit ZIP Code area. Residual pieces are subject to the appropriate "all other" level bulk third-class rate.

The following revisions are made to the DOMESTIC MAIL MANUAL (DMM):

622.1 Eligibility

.11 Carrier Route Presort Level

a. Minimum Quantity. Each mailing must consist of at least 200 pieces or 50 pounds of mail presorted to carrier routes, in accordance with 667.3. Each piece must be part of a group of 10 or more pieces sorted to the same carrier route, rural route, highway contract route, lockbox section, or general delivery unit, in order to be eligible for the carrier route presort level rate.

b. Residual. Residual pieces (those not part of a group of 10 or more pieces to a particular carrier route) may be included in a carrier route presort rate mailing and may bear the *Carrier Route Presort* endorsement subject to the following provisions:

(1) Residual pieces do not count towards the minimum quantity requirements for the carrier route presort level rate.

(2) The number of residual pieces to any single 5-digit ZIP Code area may not exceed 5% of the total qualifying presorted carrier route pieces addressed to that 5-digit area.

(3) Residual pieces are not eligible for the carrier route presort level rate and must have postage paid at the appropriate third-class "all other" level bulk rate.

(4) Residual pieces must be prepared in accordance with 667.3.

c. Identical Weight and Size. Pieces must be of identical weight and size and must not exceed 11½ inchs in width, 13½ inches in length or ¾ of an inch in thickness. *Exception:* Merchandise samples with detached labels may exceed these dimensions if the detached labels meet the requirements of 664.

d. Listing Required. Mailers must, at the time of each mailing, provide the post office a listing indicating the number of qualifying and residual pieces mailed to each 5-digit ZIP Code area. After the first mailing, the postmaster may authorize the mailer to retain the records and submit them upon request by the postmaster. These records must be kept for a period of 90 days following the date of mailing, or until any pending action regarding the recalculation of postage is resolved to the satisfaction of the Postal Service (see 622.11e).

e. Current Scheme.

(1) Proper Makeup. Mailers are responsible for the proper makeup of mail to carrier routes according to the latest official Postal Service scheme. Postage on mailings with more than a 5% error in the makeup to carrier routes in the 5-digit ZIP Code area will be recalculated at the "all other" level third-class bulk rate for all pieces delivered in that 5-digit ZIP Code area.

(1) Obtaining Schemes.

(a) Official hardcopy schemes. Mailers may obtain hard copies of official delivery schemes by sending a written request to the following address:

CRIS
P.O. Box 14950
Memphis, TN 38114

Note.—In the request, mailers must specify whether they wish hard copy schemes for specific 5-digit ZIP Codes, for specific 3-digit ZIP Codes, for a specific Postal Service region or for the nation.

(b) Official national scheme tape. Official scheme information in machine sensible form is available for one or more postal regions, or for the entire United States. Mailers may order the tapes from:

General Manager
Management Services Division
CRIS Project
U.S. Postal Data Center
San Bruno, CA 94097

Note.—In the request, the mailer must specify which Postal Service regions are desired and which of the following magnetic tape characteristics are required:

—7 or 9 track
—800, 1,600, or 6,250 bits per inch
—ASCII or EBCDIC
—If Header/Trailer Labels are desired

(c) Other methods. Mailers may, under the provisions of 945.4, request a copy of the city scheme used by clerks for sorting mail. They may also request that the Postal Service sort address cards, plates or stencils by carrier routes. However, the mailer is responsible for sorting in accordance with the latest official scheme provided in 622.11e(2)(a) or (b). The mailer is considered to have made a sorting error only if the mail was not sorted according to the latest official scheme.

f. Simplified Address. Pieces bearing a simplified address as provided for in 122.4 may qualify for the third-class carrier route presort level rate.

.12 All Other Presort Level. Mailings of at least 200 pieces or 50 pounds, presorted in accordance with 667 (except the requirements in 667.3 for the carrier route presort level rate, which is optional) are eligible for the third-class bulk "all other" presort level rates.

.13 Processing Category. All pieces in a bulk rate mailing must be of the same characteristic type as defined in 128 (i.e., letter size, flats, machinable parcels, or irregular parcels).

* * * * *

651.2 Size, Shape, and Ratio.

.21 General Standards. Except as provided in 651.22, there is no maximum size limit. The following standards apply to all material mailed at third-class rates other than keys and identification devices mailed in accordance with 611.4:

a. All mailing pieces must be at least 0.007 of an inch thick.

b. All mailing pieces which are ¼ of an inch thick or less must be:

(1) Rectangular in shape,
(2) At least 3½ inches high, and
(3) At least 5 inches long.

Note.—Third-class mailing pieces other than keys and identification devices which do not meet these minimum size standards are prohibited from the mails.

.22 *Carrier Route Presort Rate Mailings.*

a. The maximum size for mail qualifying for the carrier route presort level rate is 13½ inches in length, 11½ inches in width, and ¾ of an inch in thickness, except as provided in 651.22b.

b. Merchandise samples with detached labels may be sent at the carrier route presort level rate even though their dimensions may exceed 13½ inches in length, 11½ inches in width, and ¾ of an inch in thickness if the detached labels meet the requirements of 664.

.23 Recommendation. To insure prompt and efficient processing of third-class mail, it is recommended that envelopes, cards and self-mailers have an aspect ratio of width (height) to length between 1 to 1.3 and 1 to 2.5 inclusive. (See 652 for nonstandard mail surcharge.)

* * * * *

662.3 Carrier Route Presort Rate

a. In addition to the endorsement required in 662.2, the identifying words *Carrier Route Presort* or the abbreviation *CAR-RT SORT* must be incorporated in the permit imprint indicia, or it may be printed or rubber stamped above the address in the area to the left or below the permit imprint, meter stamps, or precanceled stamps on pieces entered at the carrier route presort level rate. Alternatively, the *Carrier Route Presort* endorsement may be located in the address area on either the line above the address or two lines above the address. (The preferred position is two lines above the address.) Residual pieces included in a carrier route presort level rate mailing in accordance with the provisions of 622.11b, may bear the *Carrier Route Presort* endorsement.

b. If the endorsement is located in the address area:

(1) No other information may appear on the endorsement line except the route information when mailers label their carrier route packages in the manner prescribed in 667.311b.

(2) One of the following formats must be used:

```
CAR-RT SORT

Resident
1300 Waterford Dr.
District Heights, MD  20028
```

```
CAR-RT SORT

Postal Customer
```

```
          CAR-RT SORT
                   ** CR 22
Resident
1300 Waterford Drive
District Heights, MD  20028
```

```
CAR-RT SORT
                   ** CR 22
Resident
1300 Waterford Drive
District Heights, MD  20028
```

```
  CAR-RT SORT  **LS 0101
24632176190 BC 789
Resident
P. O. Box 961
New York, NY  10001
```

```
  CAR-RT SORT  **LS 0101

24632176190 BC 789
Resident
P. O. Box 961
New York, NY  10001
```

```
Carrier Route Presort

Resident
1300 Waterford Dr.
District Heights, MD  20028
```

```
  Carrier Route Presort

Postal Customer
```

```
     Carrier Route Presort
                   ** CR 22
Resident
1300 Waterford Drive
District Heights, MD  20028
```

```
Carrier Route Presort
                   ** CR 22
Resident
1300 Waterford Drive
District Heights, MD  20028
```

```
Carrier Route Presort** CR 22
Resident
1300 Waterford Drive
District Heights, MD  20028
```

```
Carrier Route Presort **CR 22

Resident
1300 Waterford Drive
District Heights, MD  20028
```

* * * * *

Renumber present 667.3, .4, and .5 as new 667.4, .5, and .6, respectively, and add new 667.3:

667.3 Preparation Requirements for Carrier Route Presort Level Rate

.31 Packaging

.311 Carrier Packages. When there are 10 or more pieces addressed to the same carrier route, rural route, lockbox section or general delivery unit, the mailer must prepare them in packages of 10 or more pieces. A package of letter size mail should not exceed 4 inches in thickness. All pieces in a package must be faced in the same direction and securely wrapped or tied together. Rubber bands are the preferred method of securing packages. Whenever a carrier package is not placed in a sack labeled to show that it contains only packages for the same carrier route, rural route, highway contract route, lockbox section, or general delivery unit, the mailer must use one of the following procedures to label the package:

a. The mailer may prepare packages with a facing slip which must be affixed to the front of the package and marked as shown below:

Line 1: City, State and 5-Digit ZIP Code of Address.

Line 2: Carrier Route, Rural Route, Highway Contract Route, Lockbox Section, or General Delivery Unit.

Line 3: Office of Mailing.

Sample:

```
SAN FRANCISCO CA  94133

RURAL ROUTE 12

BOSTON MA 021
```

b. Packages made up to individual carrier routes, rural routes, highway contract routes, lockbox sections, or general delivery units may be prepared without facing slips when the following conditions are met:

(1) The carrier route information consisting of a descriptive prefix (or its abbreviation), plus a two-digit route number or four-digit numeric code, must be on the top line of the address, either alone (the preferred format) or with other information (addressee, account data, etc.). Alternatively, the carrier route information may appear with the *Carrier Route Presort* endorsement on the line above or two lines above the ad-

dress when the *Carrier Route Presort* endorsement is located in the address area in accordance with 662.3 a and b.

(2) The descriptive prefix "carrier route," "rural route," "highway contract route," or "lockbox section" must either be spelled out (the preferred format) or abbreviated as follows:

Carrier Route	CR
Rural Route	RR
Highway Contract Route	SR
Highway Contract Lockbox Section	LS

(3) The descriptive prefix must be followed by one blank space and a two-digit route number when the ZIP Code is included in the address. If the ZIP Code is omitted from the address, the descriptive prefix must be followed by one blank space and a four-digit numeric route code. This four-digit route code must consist of the last two digits of the ZIP Code followed by the two-digit carrier route number.

(4) The carrier route information must be right justified.

(5) The carrier route information must be preceded by at least two asterisks (**), or other distinctive non-alphabetic or non-numeric characters. The following are examples of address formats:

```
          **Carrier Route 22
Resident
1300 Waterford Drive
District Heights, MD  20028
```

```
                     **CR 22
Resident
1300 Waterford Drive
District Heights, MD  20028
```

```
Resident             **CR 22
1300 Waterford Drive
District Heights, MD  20028
```

```
          ** Rural Route  05
Postal Customer
1602 Country Lane
Burke, VA  22015
```

```
Postal Customer      **RR 1505
```

```
CAR-RT SORT          ** CR 22

Resident
1300 Waterford Drive
District Heights, MD  20028
```

(6) At least 10 spaces must be allowed for carrier route information if it is included with other information on the top line.

.312 Residual Packages.

a. Residual pieces to a single carrier route (less than 10 pieces) may be secured in packages in accordance with 667.311. Such residual carrier packages must be labeled with a Red Label D to facilitate postal verification and handling. In addition, such residual carrier packages may also be labeled to the carrier route in accordance with 667.311 a or b. Residual carrier packages may not be placed in carrier route sacks.

b. Residual pieces not packaged according to carrier route as provided in 667.312a, must be made up into 5-digit packages. All 5-digit packages of residual mail must bear a Red Label D to facilitate postal verification and handling.

.32 Sacking

.321 Carrier Route Sacks. When there are 20 pounds or 1,000 cubic inches of qualifying carrier packages to the same carrier route, the packages must be placed in a carrier route sack. Sacks containing lesser quantities of qualifying packages for the same carrier route may be prepared. Each sack must be labeled in the following manner:

Line 1: City, State and 5-Digit ZIP Code Destination.

Line 2: Contents and Carrier Route, or Rural Route, Lockbox Section, Highway Contract Route, or General Delivery Unit.

Line 3: Office of Mailing.

Sample:

```
SAN FRANCISCO CA  94133

3C LTRS - CARRIER ROUTE 18

PORTLAND OR  972
```

.322 Carrier Routes Sacks. All qualifying carrier packages which are not placed in carrier routes sacks must be placed in carrier routes sacks labeled to a 5-digit ZIP Code destination. All packages of residual pieces must be placed in carrier routes sacks labeled to a 5-digit ZIP Code destination. Each sack must be labeled in the following manner:

Line 1: City, State and 5-Digit ZIP Code Destination.

Line 2: Contents followed by the words CARRIER ROUTES.

Line 3: Office of Mailing.

Sample:

```
SAN FRANCISCO CA  94133

3C LTRS - CARRIER ROUTES

BOSTON MA  021
```

.33 Trays. The accepting post office may authorize the use of trays or other containers instead of sacks provided the separation to individual carrier routes will be adequately maintained throughout all postal handlings, the route is identified, and all address labels are faced in the same direction.

* * * * *

681.2

.21 Identical Weight Pieces. Postage may be paid by any of the following methods:

a. Meter stamps (see 144).

Note.—Carrier route presort level rate mailings may be metered in either of two ways:

(1) Pieces eligible for the carrier route presort level rate metered at that rate with residual pieces metered at the "all other" level rate.

(2) The entire mailing metered at the carrier route presort level rate, with additional postage for residual pieces paid by means of a meter strip affixed to the back of Form 3602-PC, *Statement of Mailing—Bulk Rates.*

b. Precanceled stamps or precanceled stamped envelopes (see 143).

c. Permit imprints (cash) (see 145).

* * * * *

682.1 Type of Mailing Statement Required. The mailer must complete and submit the appropriate mailing statement with each mailing:

a. Form 3602, *Statement of Mailing Matter with Permit Imprints,* for mail with permit imprints (see 145); or

b. Form 3602-PC, *Statement of Mailing—Bulk Rates,* for mail bearing precanceled stamps or meter stamps.

Note.—All mailing statements are subject to verification by the Postal Service.

682.2 Preparation of Form 3602 for Carrier Route Presort Level Rate Mailings. Postage for carrier route presort level rate mailings paid for by permit imprint is computed in the following manner on Form 3602:

a. Enter the total number of pieces or pounds (including residual) and multiply by the appropriate "all other" level per piece or per pound rate.

b. Enter the total number of qualifying carrier route presorted pieces and multiply by the applicable per piece rate reduction.

c. Subtract the result in step b. from that in step a.—*Rates & Classification Dept., 12–11–80.*

BIG BULK BUSINESSES BUGGED BY BADLY BUNDLED BAGS

PACK SAME COLOR AND SIZE BAGS

IN SAME TYPE CONTAINER BAG

– USE GRAY LABELS

U.S.MAIL ®

POST OFFICE CHANGES NO. 1

(Supplemental to 1981 National ZIP Code and Post Office Directory.)

Abbreviations: B=Branch. C=City Delivery. Conv.=Converted. CPO=Community Post Office. Disc.=Discontinued. Estab.=Established. F=Finance. Fac.=Facility. I=Independent Post Office. IC=Independent City. MOU=Money Order Unit. MPO=Main Post Office. MR=Mailing Restrictions (from Part 126 DMM) apply. NP=Nonpersonnel. NZCD=National ZIP Code and Post Office Directory. P=Postal facility discontinued, name retained for address purposes. Resc.=Rescinded. S=Station. x=Classified. (Contract stations and branches do not have the symbol "x" following the symbol of type of installation.)

Symbols: (1)=Officially closed on date shown. Notice is for administrative record purposes. (2)=Officially established on date shown. Notice is for administrative record purposes. (3)=All services previously terminated. Date shown is official discontinued date for administrative purposes.

State	Name of post office	County/parish	Name of station, branch, or unit	Type S/B	ZIP Code	Change action	Effective date	Explanation of change
CO	Steamboat Springs	Routt	Steamboat Plaza	S	80488	Add	10-27-80	S estab.
FL	Naples	Collier	Gulfgate	B	33942	Add	11- 1-80	B estab.
FL	Lake Mary	Seminole		I	32746	Add	9-17-80	C estab.
GA	Marietta	Cobb	Dobbins AFB	B	30060	Delete	10- 1-80	B ZIP Code changed.
GA	do	do	do	B	30069	Add	10- 1-80	
GA	Gray	Jones	Bradley	CPO	31032	Delete	8-31-80	CPO disc. Retain ZIP Code.
GA	Union City	Fulton	Stonewall	CPO	30282	Delete	12- 1-80	CPO and ZIP Code disc.
GA	Valdosta	Lowndes	Moody AFB	MOU	31601	Delete	9-19-80	MOU ZIP Code changed.
GA	do	do	do	MOU	31699	Add	9-19-80	
GA	Columbus	Muscogee	Bibb City	S	31904	Add	10-16-80	S estab.
LA	Lafayette	Lafayette	Jefferson	Sx	70501	Add	11-15-80	Sx estab.
MD	Rison	Charles		I	20681	Delete	1- 9-81	PO disc. Change ZIP Code only. Continue address of Rison, MD.
MD	do	do		P	20658	Add	1-10-81	
MS	Hattiesburg	Forrest	Southern	S	39401	Delete	10-20-80	S disc. Retain ZIP Code.
NM	Albuquerque	Bernalillo	Veterans Hosp	B	87108	Delete	7- 1-79	B disc. Retain ZIP Code.
NM	Cuba	Sandoval	White Horse Lake [1]	CPO	87073	Delete	10- 1-80	CPO and ZIP Code disc.
NY	Buffalo	Erie	Kensington	Sx	14215	Delete	10-18-80	Sx disc. Retain ZIP Code.
NY	do	do	Central Park	Sx	14215	Add	10-20-80	Sx estab.
NY	do	do	H	Sx	14214	Delete	10-25-80	Sx disc. Retain ZIP Code.
OH	Cornersburg	Mahoning		I	44511	Add	10- 4-80	C estab.
PA	Brodbecks	York		I	17308	Delete	1- 9-81	P.O. disc. Change ZIP Code only. Continue address of Brodbecks, PA.
PA	do	do		P	17329	Add	1-10-81	
TN	Chattanooga	Hamilton	Murray-Lake Hills	Sx	37416	Add	10- 1-80	Sx estab.
WI	Fond du Lac	Fond du Lac	North Fond du Lac	S	54935	Delete	4-29-80	S disc. Retain ZIP Code.

[1] CPO is located in McKinley county.

—*Delivery Services Dept., 12–11–80.*

IF THE ADDRESS ON YOUR MAILING LABEL OF *POSTAL LIFE* OR *POSTAL LEADER* IS INCORRECT, COMPLETE FORM 1216, *EMPLOYEE'S CURRENT MAILING ADDRESS.* THIS FORM IS AVAILABLE FROM YOUR PERSONNEL OFFICE. RETURN THE COMPLETED FORM TO YOUR PERSONNEL OFFICE FOR PROCESSING. NO OTHER FORM CAN BE USED FOR THIS PURPOSE.

NON-FOREIGN PER DIEM RATE CHANGES

Changes in per diem rates prescribed for official travel in Alaska, Hawaii, the Commonwealth of Puerto Rico, and possessions of the United States effective November 12, 1980, are listed below. Effective October 6, 1980 all localities in Alaska with a maximum rate of $71.00, and Cold Bay with a maximum rate of $74.00, were deleted from the list and added to "Other localities".

Locality:	*Maximum rate*
Alaska:	
*Adak [1]	$12.60
Anaktuvuk Pass	140.00
Anchorage	72.00
Barrow	111.00
Bethel	93.00
College	67.00
Cordova	84.00
Deadhorse	94.00
Dillingham	83.00
Dutch Harbor	82.00
Eielson AFB	67.00
Elmendorf AFB	72.00
Fairbanks	67.00
Ft. Richardson	72.00
Ft. Wainwright	67.00
Juneau	83.00
Kodiak	84.00
Kotzebue	91.00
Murphy Dome	67.00
Noatak	$91.00
Nome	90.00
Noorvik	91.00
Prudhoe Bay	94.00
Shemya AFB [1]	11.00
Shungnak	91.00
Spruce Cape	84.00
Tanana	90.00
Valdez	70.00
*Wainwright	79.00
*Other localities	71.00
American Samoa	65.00
Guam, M.I.	60.00
Hawaii:	
Oahu	70.00
Other localities	60.00
Johnston Atoll [2]	15.50
*Midway Islands [1]	12.60
Puerto Rico:	
Bayamon:	
12/16–5/15	102.00
5/16–12/15	75.00
Carolina:	
12/16–5/15	102.00
5/16–12/15	75.00
Fajardo:	
12/16–5/15	102.00
5/16–12/15	75.00
Ft. Buchanan: (Incl. GSA Service Center, Guaynabo):	
12/16–5/15	102.00
5/16–12/15	75.00
Puerto Rico:	
Ponce (Incl. Ft. Allen NCS)	$68.00
Roosevelt Roads:	
12/16–5/15	102.00
5/16–12/15	75.00
Sabana Seca:	
12/16–5/15	102.00
5/16–12/15	75.00
San Juan (Incl. San Juan Coast Guard Units):	
12/16–5/15	102.00
5/16–12/15	75.00
Other localities	63.00
Virgin Islands of U.S.:	
12/1–4/30	89.00
5/1–11/30	65.00
*Wake Island [2]	15.00
Other localities	15.00

[1] Commercial facilities are not available. This per diem rate covers charges for meals in available facilities plus an additional allowance for incidental expenses and will be increased by the amount paid for Government quarters by the traveler.

[2] Commercial facilities are not available. Only Government owned and contractor operated quarters and mess are available at this locality. This per diem rate is the amount necessary to defray the cost of lodging, meal, and incidental expenses.

*Indicates new locality or change in maximum rate.

—Finance Dept., 12-11-80.

INDEMNITY CLAIMS FOR DAMAGE OR PARTIAL LOSS CAN BE FILED AT ANY POST OFFICE BY EITHER THE MAILER OR THE ADDRESSEE. CLAIMS FOR COMPLETE LOSS CAN ONLY BE FILED BY THE MAILER

Warning Notice—Unrecovered Stolen Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)
The following money orders are void and should not be cashed: (1) All card type orders. (2) New style orders 000,000,001—291,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, KIA OB1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21273 article.

310,917,957 to 8,100
310,956,020 to 6,200
311,577,901 to 8,100
311,994,658 to 4,700
314,162,132 to 2,200
315,105,301 to 5,500
315,788,118 to 8,140
317,630,301 to 0,400
321,087,737 to 7,800
321,272,306 to 2,400
322,180,820 to 1,000
323,294,360 to 4,400
323,296,838 to 6,856
323,297,695 to 7,730
323,485,231 to 5,240
323,997,101 to 7,400
326,023,246 to 3,300
328,436,401 to 6,500
331,892,798 to 3,000
332,069,432 to 9,500

336,646,801 to 7,300
336,661,265 to 1,500
336,825,701 to 7,000
336,909,925 to 0,000
337,395,212 to 5,300
338,038,706 to 8,800
338,891,701 to 2,200
339,519,801 to 9,900
339,735,184 to 5,200
340,711,001 to 3,000
341,462,701 to 2,900
343,703,708 to 3,900
343,945,919 to 5,940
344,536,201 to 6,400
344,821,230 to 1,297
344,854,601 to 4,700
345,299,801 to 9,900
345,986,501 to 6,600
347,238,201 to 8,300
347,975,946 to 5,959
348,086,296 to 6,300

348,190,501 to 0,900
351,452,949 to 3,000
351,490,001 to 0,600
353,461,741 to 1,800
357,010,401 to 0,500
357,339,409 to 9,455
358,180,401 to 0,600
359,790,481 to 0,540
359,791,901 to 1,920
359,994,676 to 4,700
361,168,730 to 8,900
361,201,906 to 2,100
362,395,806 to 5,819
363,633,090 to 3,100
363,794,701 to 5,200
365,867,401 to 7,500
365,867,517 to 7,600
366,888,911 to 9,000
366,967,107 to 7,200
367,683,901 to 4,000
368,108,160 to 8,600

368,416,575 to 6,600
368,773,419 to 3,500
368,847,601 to 7,700
370,494,001 to 4,200
370,549,601 to 50,000
370,783,700 to 3,800
372,401,123 to 1,500
372,429,101 to 9,500
374,013,262 to 3,300
374,433,401 to 4,000
374,540,001 to 4,100
374,988,860 to 8,880
375,040,201 to 0,400
375,192,501 to 2,700
375,432,201 to 2,500
377,011,946 to 2,400
379,786,742 to 6,760
380,821,401 to 2,200
390,557,101 to 7,170
390,581,961 to 2,040

Don't drive on me.

MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices, including Inspection Service Forms 577, should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. **A. New Style.** (Listed below). Destroy PB 21274 listing. **B. Old Style.** (Gray). **C. Counterfeit.** The listing from PB 21240 remains valid for both B. and C.

165 705 7000 to 7999
210 868 4500 to 4699
211 436 5608 to 5699
213 578 4229 to 4399
217 210 7100 to 7299
217 268 2574 to 2699
217 667 3400 to 3599
217 902 4181 to 4299
218 755 4591 to 4699
221 371 4600 to 4999
221 661 5318 to 5499
222 224 8100 to 8499
222 536 2000 to 2299
224 206 6400 to 6491
224 554 9830 to 0399
225 268 1655 to 1799
225 711 9700 to 9999
225 712 0000 to 0999
225 767 2000 to 2299
227 097 4600 to 4699
227 254 9800 to 0099
227 611 4000 to 4599
229 117 4866 to 4999
229 346 9900 to 9999
229 434 3500 to 3599
229 531 9700 to 9899
229 563 1918 to 1999
229 576 1800 to 1899
230 826 8683 to 8799
231 147 0883 to 1499
231 525 7893 to 7999
232 295 7249 to 7599
232 665 0292 to 0399
233 262 7907 to 7999
233 407 5872 to 5899
233 516 6100 to 6199
233 638 1200 to 1799
234 031 6456 to 6999
234 261 4500 to 4599
234 431 3655 to 3699
234 659 4000 to 4199
234 659 8700 to 8999
234 802 1060 to 1199
234 997 1000 to 1599
235 254 2060 to 2099
236 388 4842 to 5099
236 576 9520 to 9599
236 755 8000 to 8099
236 937 5803 to 5999
236 941 5400 to 5499
237 413 7500 to 7599
237 423 4111 to 4199
237 457 5600 to 5699
237 457 5800 to 5899
237 702 6823 to 6899
237 702 6921 to 6999
238 165 7700 to 7799
238 169 7587 to 7599
233 377 4508 to 4599
238 586 3100 to 3299
239 199 0700 to 1099
239 204 9916 to 9999
239 481 4728 to 4799
239 549 7116 to 7499
239 575 2000 to 2199
239 596 4800 to 4999
239 985 7000 to 7499
240 108 6501 to 6599
240 252 6400 to 6899
240 256 2900 to 3199
240 639 3561 to 3599
240 855 7000 to 7099
240 901 5900 to 5999
241 081 9274 to 9299
241 224 7209 to 7299
241 685 5124 to 5199
241 694 1800 to 1899
241 902 2600 to 2799
242 021 2262 to 2499
242 585 4155 to 4299
242 591 4500 to 4699
242 605 0000 to 0999
242 621 8314 to 8399
242 816 1337 to 1399
243 112 4109 to 4120
243 228 7200 to 7499
243 766 6730 to 6799
243 805 0000 to 0299
243 906 7800 to 8199
244 299 2000 to 2199
244 366 8800 to 8899
244 381 3024 to 3099
244 525 0719 to 0799
244 657 7700 to 7899
244 678 2333 to 2499
244 743 7100 to 7399
244 895 5575 to 5599
245 103 9300 to 9399
245 103 9400 to 9499
245 118 6754 to 6768
245 279 1420 to 1448
245 279 1510 to 1599
245 591 1626 to 1799
245 695 0346 to 0399
245 973 2677 to 2699
246 076 7300 to 7399
246 155 4048 to 4099
246 155 5000 to 5499
246 402 6511 to 6599
246 608 6300 to 6399
246 609 9545 to 9799
246 816 2600 to 2699
246 973 1372 to 1399
247 012 0500 to 0599
247 066 9300 to 9399
247 086 4200 to 4299
247 113 5635 to 5699
247 490 1960 to 1999
247 490 2086 to 2099
247 497 4000 to 4099
247 544 0200 to 0214
247 575 4400 to 4499
247 929 6417 to 6799
247 983 1511 to 1899
248 120 4322 to 4399
248 244 7246 to 7299
248 317 7624 to 7699
248 397 2163 to 2199
248 423 4864 to 4899
248 440 7916 to 7971
248 718 7317 to 7399
249 680 4872 to 4899
249 945 6900 to 6999
249 996 6000 to 6099
249 996 6300 to 6499
250 452 4971 to 4999
250 483 0600 to 0699
250 547 7046 to 7099
250 565 7029 to 7040
250 833 7200 to 7399
250 919 5218 to 5299
250 951 4340 to 4363
250 991 9778 to 9799
251 518 6281 to 6399
251 964 6056 to 6199
251 997 2913 to 2999
252 171 2041 to 2056
252 206 2101 to 2199
252 206 9532 to 9599
252 235 4400 to 4499
252 235 4581 to 4899
252 238 2299 to 2399
252 432 6988 to 6999
252 891 1159 to 1199
253 175 2670 to 2699
253 192 7311 to 7399
253 293 5931 to 5940
253 446 4033 to 4099
253 547 6013 to 6049
253 547 6054 to 6099
253 747 6924 to 6999
254 107 8590 to 8599
254 107 8913 to 8999
254 254 4490 to 4499
254 259 8867 to 8899
254 259 8951 to 9099
254 740 8408 to 8445
255 125 5568 to 5599
255 125 8500 to 8599
255 150 5300 to 5399
255 176 5373 to 5399
255 276 0949 to 0999
255 281 2647 to 2699
255 440 4800 to 4899
255 440 4900 to 4999
255 754 3621 to 3699
255 857 4749 to 4799
256 140 5400 to 5499
256 193 5100 to 5159
256 695 0525 to 0599
258 444 7185 to 7199
258 480 2600 to 2899
258 618 0254 to 0299
258 643 2765 to 2774
258 950 5217 to 5299
258 950 5433 to 5499
259 084 1386 to 1399
259 227 0000 to 1499
259 340 0828 to 0999
259 628 0936 to 0999
259 745 1300 to 1499
259 783 7821 to 7899
259 825 5819 to 5899
259 950 3053 to 3099
259 950 3300 to 3499
260 039 2699 to 2999
260 144 7415 to 7499
260 198 2856 to 2898
260 324 9000 to 9099
260 479 3500 to 3599
260 743 5000 to 5099
260 894 8061 to 8099
261 002 6451 to 6499
261 052 5271 to 5299
261 175 6200 to 6299
261 459 5800 to 5899
261 459 6722 to 6799
261 533 2067 to 2299
261 954 6334 to 6399
261 965 4168 to 4199
262 604 1515 to 1599
262 949 9200 to 9299
262 963 4912 to 4999
263 323 0768 to 0799
263 407 7000 to 7099
263 879 6741 to 6799
264 132 9200 to 9299
264 205 4017 to 4099
264 366 7033 to 9499
264 405 9660 to 9699
264 786 2900 to 2999
265 370 8800 to 8999
265 956 3900 to 3999
800 502 3000 to 3999
800 941 7900 to 7999
801 278 3600 to 3999
801 579 6056 to 6098
801 629 1900 to 1999
802 029 5199 to 8999
802 265 0575 to 1999
802 751 1128 to 1299

UNITED STATES POSTAL SERVICE
WASHINGTON, D.C. 20260
OFFICIAL BUSINESS

PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE, $300

U.S.MAIL

FIRST CLASS

Schedule

The POSTAL BULLETIN is published every Thursday by the Directives and Forms Division of the U.S. Postal Service, Washington, DC 20260.

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Index

A quarterly index of BULLETIN articles appears early in the months of January, April, July, and October.

USPS Requisitions

One-time copies:

Send Form 7380 to the Eastern Area Supply Center.

Quantity Changes:

Send Form 1286 to your Regional Administration Branch, giving justification.

Address Changes:

Send Form 1286 to your Regional Administration Branch.

Public Sale

Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402
  Single copy: $1.25; $1.60 foreign
  Annual Subscription: $50.00; $62.50 for foreign mailing

Address Changes for Public:

Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402

21276

UNITED STATES POSTAL SERVICE
U.S. MAIL

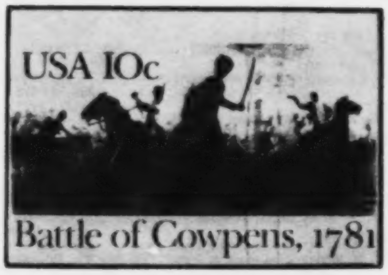
postal bulletin

PB 21276—December 18, 1980—24 Pages

10-Cent Battle of Cowpens Commemorative Postal Card

Description. The 10-cent Battle of Cowpens commemorative postal card will be first placed on sale at Cowpens, SC 29330 on January 17, 1981. This card commemorates the 200th anniversary of the battle and is the sixth in the series honoring heroes and major events of the American Revolution.

Do Not Sell Before Jan. 19, 1981



Copyright U.S. Postal Service 1980

Colors: Magenta, yellow, cyan and black (process colors).
Size: 3½ x 5½ inches.
Designer: David Blossom.

Collectors. Request first day cancellations from: Battle of Cowpens Card, Postmaster, Cowpens, SC 29330. To eliminate the requirement for Postal Service personnel to apply return addresses, customers are requested to send self-addressed envelopes of an appropriate size or return address labels with their orders. Requests must be postmarked no later than January 17, 1981. Remittance is required for the face value of each card.

The Battle of Cowpens postal card will be available at the Philatelic Sales Division, Washington, DC 20265, beginning January 19, 1981.

Supply. There will be an automatic distribution made only to post offices with philatelic centers. All post offices should order sufficient quantities of this postal card to meet anticipated local philatelic demand. Post offices requiring this card in quantities of 500, 1,000, 2,000, and 5,000, and multiples of 5,000 should immediately submit Form 3216, *Requisition for Postal Cards—Bulk Quantities* (using *item No. 205*), to Postal Card Unit, Government Printing Office, Washington, DC 20401. Requisitions for quantities of less than 500 may only be submitted to your stamp distribution office.—*Customer Services Dept., 12-18-80.*

District and MSC Consolidations

A complete MSC list including the physical location of these offices is contained on pages 2 through 4 of this BULLETIN.—*Operations Group, 12-18-80.*

Belize Money Orders

By agreement between the United States and Belize, domestic postal money orders issued in Belize that are addressed to payees within the United States are acceptable for redemption at any United States post office.

This is to inform employees assigned to money order cashing duties that effective immediately the postal administration of Belize has increased the maximum value of its domestic money orders from $100 to $300. Money orders issued in Belize for payment in the United States in amounts up to but not exceeding $300 are to be accepted for redemption in accordance with established procedures.—*Rates & Classification Dept., 12-18-80.*

Relief Parcels for Italy

From December 15, 1980 through February 14, 1981, the Postal Service will provide airlift service for parcels mailed by individuals in the United States to victims of the recent earthquake in Italy.

To obtain airlift service the following conditions must be met:

1. Parcels must be mailed by an individual to a specific individual or family at a postal address in one of the provinces affected by the earthquake. The provinces affected are Avellino, Napoli, Potenza, Salerno, Benevento and Caserta. The province name must appear in the address. No commercial or other organizational mailings will be accepted.
2. The parcel must be endorsed by the customer, "Airlift-Relief Parcel" and "Pro Terremotati".
3. The maximum weight for such parcels is 22 pounds.
4. No special services are available.
5. Postage must be paid at the surface international parcel post rate plus a surcharge of $2.00. The current surface rate is $2.34 for the first 2 pounds and $.59 for each additional pound or fraction. The rate increase for surface parcel post to Italy scheduled for January 1, 1981, will not be applied to Relief Parcels. The rate increase will apply to all other mail to Italy.
6. When customers mail Relief Parcels, the accepting postal employee must tell the mailer that, if the parcel is undeliverable, it will not be returned but will be redirected to a relief agency in Italy.

All Airlift-Relief Parcels will be handled as surface mail in the United States, but will receive air transportation from the U.S. to Italy. All usual mailing conditions except weight limit, specified for Italy in Publication 42, International Mail are applicable.—*Rates & Classification Dept., 12-18-80.*

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JAN 2 1981
U. S. GOVT. PUBS.
DEPOSITORY 376

P 1.3:

MANAGEMENT SECTIONAL CENTERS

This list includes independent POs and AMFs (marked*)—which are not MSCs—reporting directly to the districts. The Chicago Post Office (marked**) which is not an MSC—reports directly to the Central region.

Total Districts: 45. Total MSC's: 278

NORTHEAST REGION

Boston District
P.O. Box 142
Lexington, MA 02173

4 East Central Street
Worcester, MA 01613 014-016

25 Dorchester Avenue
Boston, MA 02205 .... 017, 020-022

Middlesex-Essex
462 Washington Street
Woburn, MA 01888 018-019

120 Commercial Street
Brockton, MA 02403 023-026

24 Corliss Street
Providence, RI 02904 027-029

Caribbean District
P.O. Box 3387, Main Post Office
San Juan, PR 00936

Main Post Office
San Juan, PR 00936 006-009

Connecticut Valley District
P.O. Box 1740
Hartford, CT 06101

1883 Main Street
Springfield, MA 01101 010-013

141 Weston Street
Hartford, CT 06101 060-061

27 Masonic Street
New London, CT 06320 062-063

50 Brewery Street
New Haven, CT 06511 064-066

135 Grand Street
Waterbury, CT 06701 067

421 Atlantic Street
Stamford, CT 06904 068-069

Long Island District
P.O. Box 300
Carle Place, NY 11514

Queens
41-65 Main Street
Flushing, NY 11351 .... 110-111, 113-116

185 West John Street
Hicksville, NY 11802 117-118

21 West Second Street
Riverhead, NY 11901 119

Kennedy AMF*
AMF Bldg. 250
Kennedy Airport, NY 11430

New York City District
Main Post Office, Room 3016
New York, NY 10001

Main Post Office, Room 3215
New York, NY 10001 .... 100-102, 104, 090-098

271 Cadman Plaza East
Brooklyn, NY 11201 103,112

Northern New England District
P.O. Box 5234
Manchester, NH 03108

955 Goffs Falls Road
Manchester, NH 03103 030-034

80 Daniel Street
Portsmouth, NH 03801 .... 035, 038-039

Sykes Avenue
White River Junction, VT 05001 .... 036-037, 050-051, 053, 058-059

125 Forest Avenue
Portland, ME 04101 .... 040-041, 045, 048

258 Rodman Road
Auburn, ME 04210 .... 042-043, 049

202 Harlow Street
Bangor, ME 04401 .... 044, 046-047

11 Elmwood Avenue
Burlington, VT 05401 .... 052, 054, 056-057

Northern New Jersey District
401 Hackensack Avenue, Suite 600
Hackensack, NJ 07601

U.S. Post Office Bldg.
Federal Square
Newark, NJ 07102 070-073

194 Ward Street
Paterson, NJ 07510 .... 074-075, 078

76 Huyler Street
Hackensack, NJ 07606 076

171 Broad Street
Red Bank, NJ 07701 077

61 Maple Street
Summit, NJ 07901 079

86 Bayard Street
New Brunswick, NJ 08901 088-089

Westchester District
Suite L-2, Bldg. 8
2 Corporate Park Drive
White Plains, NY 10604

Westchester
230 E. Sandford Blvd.
Mount Vernon, NY 10551 105-109

30 Old Karner Road
Albany, NY 12212 120-123

55 Mansion Street
Poughkeepsie, NY 12601 124-127

15 Hudson Avenue
Glens Falls, NY 12801 128-129

EASTERN REGION

Allegheny District
P.O. Box 2388
Pittsburgh, PA 15230

USPO & Courthouse Bldg.
7th Avenue & Grant Street
Pittsburgh, PA 15219 .... 150-153, 260

238 S. Pennsylvania Avenue
Greensburg, PA 15601 .... 154, 156-157

111 Franklin Street
Johnstown, PA 15901 .... 155, 159, 166, 168

1 West Washington Street
Kennedy Square
New Castle, PA 16101 160-162

Griswold Plaza
Erie, PA 16501 .... 158, 163-165, 167

Delaware Valley District
P.O. Box 1000
Collingswood, NJ 08108

South Jersey
Haag Ave. & Benigno Blvd.
Bellmawr, NJ 08031 080-084

680 Highway 130 at Klockner Rd.
Trenton, NJ 08650 085-087

Southeastern
1000 W. Valley Road
Valley Forge, PA 19489 .... 189, 193-194

30th & Market Streets
Philadelphia, PA 19104 190-191

Wilmington
147 Quigley Blvd.
New Castle, DE 19720 197-199

Empire District
P.O. Box 588
Rochester, NY 14602

5640 E. Taft Road
Syracuse, NY 13220 .... 130-132, 136

100 Pitcher Street
Utica, NY 13504 133-135

115 Henry Street
Binghamton, NY 13902 .... 137-139, 148-149

1200 William Street
Buffalo, NY 14240 .... 140-143, 147

1335 Jefferson Road
Rochester, NY 14692 144-146

Maryland-DC District
P.O. Box 1990
Columbia, MD 21045

2 Massachusetts Avenue, NE*
Washington, DC 20013 .... 200, 202-205

Prince Georges
6511 Baltimore Avenue
Riverdale, MD 20840 206-209

900 E. Fayette Street
Baltimore, MD 21233 .... 210-212, 214, 219

215 Park Street
Cumberland, MD 21502 .... 215, 267

US Rte. 50 & Naylor Street
Salisbury, MD 21801 .... 216, 218

201 E. Patrick Street
Frederick, MD 21701 217

Northern Virginia
8409 Lee Highway
Merrifield, VA 22081 220-223

217 West King Street
Martinsburg, WV 25401 .... 226, 254

Mountaineer District
P.O. Box 2111
Charleston, WV 25328

301 North Street
Bluefield, WV 24701 246-249

Lee & Dickinson Streets
Charleston, WV 25301 .... 250-253, 258-259, 266

1000 Virginia Avenue
Huntington, WV 25704 .... 255-257, 261

500 West Pike Street
Clarksburg, WV 26301 .... 262-265, 268

Susquehanna District
P.O. Box 1985
Harrisburg, PA 17105

300 S. Main Street 169, 177, 182
Wilkes-Barre, PA 18701 186-187

813 Market Street
Harrisburg, PA 17105 .... 170-172, 178

1400 Harrisburg Pike
Lancaster, PA 17604 173-176

1000 Postal Road
Lehigh Valley, PA 18001 .... 179-181, 183, 195-196

N. Washington Ave. & Linden St.
Scranton, PA 18503 .... 184-185, 188

Virginia District
P.O. Box 27488
Richmond, VA 23261

1801 Brook Road 224-225, 230-232
Richmond, VA 23232 238-239

1155 Seminole Trail
Charlottesville, VA 22906 .... 227-229, 244

600 Granby Street
Norfolk, VA 23501 233-237

419 Rutherford Avenue, NE
Roanoke, VA 24022 .... 240-243, 245

SOUTHERN REGION

Atlanta District
300 Interstate North, Suite 610
Atlanta, GA 30339

115 E. Hancock Avenue
Athens, GA 30603 305-306

525 8th Street
Augusta, GA 30901 .... 298, 304, 308-309

2 North Fahm Street
Savannah, GA 31401 .... 299, 313-315

3900 Crown Road, SW
Atlanta, GA 30304 300-303

451 College Street
Macon, GA 31213 .... 310, 312, 318-319

1501 S. Slappey Blvd.
Albany, GA 31706 316-317

351 North 24th Street
Birmingham, AL 35203 .... 350-352, 354-355, 362

3408 Wall Triana Highway
Huntsville, AL 35806 356-359

2256 E. South Boulevard
Montgomery, AL 36116 .... 360-361, 367-368

250 St. Joseph Street
Mobile, AL 36601 363-366

Carolina District
P.O. Box 28226
Charlotte, NC 28226

900 E. Market Street
Greensboro, NC 27420 270-274

310 New Bern Avenue
Raleigh, NC 27611 .... 275-277, 285

201 S. George Street
Rocky Mount, NC 27801 278-279

2901 So. I-85
Charlotte, NC 28228 .... 280-282, 286, 297

301 Green Street
Fayetteville, NC 28302 283-284

591 Brevard Road
Asheville, NC 28810 287-289

1601 Assembly Street
Columbia, SC 29201 290-292

600 W. Washington Street
Greenville, SC 29602 .... 293, 296

82 Broad Street
Charleston, SC 29401 294

1901 W. Evans Street
Florence, SC 29501 295

Delta District
P.O. Box 2659
Jackson, MS 39205

2100 9th Street
Meridian, MS 39301 .... 369, 393-394, 397

MANAGEMENT SECTIONAL CENTERS—Continued

245 E. Capitol Street
Jackson, MS 39205 .... 387, 390–392, 396

12220 Highway 49 North
Gulfport, MS 39503 395

701 Loyola Avenue
New Orleans, LA 70113 .... 700–701, 703–704

1105 Moss Street
Lafayette, LA 70501 705–706

750 Florida Street, Room 112
Baton Rouge, LA 70821 707–708

2400 Texas Avenue
Shreveport, LA 71102 710–712

1715 Odom Street
Alexandria, LA 71301 713–714

East Texas District
P.O. Box 3
Dallas, TX 75221

2211 N. Robinson Road
Texarkana, TX–AR 75501 .... 718, 754–755

401 Dallas/Ft. Worth Turnpike
Dallas, TX 75260 750–753

221 W. Ferguson Street
Tyler, TX 75702 756–758

300 Willow Street
Beaumont, TX 77704 .... 759, 776–777

251 W. Lancaster Avenue
Fort Worth, TX 76101 760–764

800 Franklin Avenue
Waco, TX 76701 .... 765–767, 773, 778

401 Franklin Avenue
Houston, TX 77201 .... 770–772, 774–775

Florida District
P.O. Box 22605
Tampa, FL 33622

1100 Kings Road
Jacksonville, FL 32203 .... 320, 322, 326

1400 W. Jordan Street
Pensacola, FL 32501 323–325

10401 Florida Road
Orlando, FL 32802 327–329

2200 N. W. 72nd Avenue
Miami, FL 33152 .... 330–331, 333, 340

801 Clematis Street
West Palm Beach, FL 33401 .... 334, 339

5201 Spruce Street
Tampa, FL 33607 335–338

Mid-South District
P.O. Box 3583
Memphis, TN 38103

6050 Shallowford Road
Chattanooga, TN 37401 .... 307, 373–374

901 Broadway Street
Nashville, TN 37202 .... 370–372, 384–385

530 E. Main Street
Johnson City, TN 37601 376

501 Main Avenue, SW
Knoxville, TN 37901 377–379

555 South Third Street
Memphis, TN 38101 .... 380–383, 723

500 W. Main Street
Tupelo, MS 38801 .... 386, 388–389

600 W. Capitol Avenue
Little Rock, AR 72201 .... 716–717, 719–722

310 East Street
Jonesboro, AR 72401 724–725

So. 6th & Rogers Streets
Fort Smith, AR 72901 726–729

Oklahoma District
Cavalier Bldg., Suite 520
5350 South Western
Oklahoma City, OK 73109

320 S. W. Fifth Street
Oklahoma City, OK 73125 .... 730–731, 737, 748

501 S. Fifth Street
Lawton, OK 73501 .... 734–736, 738

2300 Ross Street
Amarillo, TX 79120 .... 739, 790–791

333 West 4th Street
Tulsa, OK 74101 .... 740–741, 743, 746

525 W. Okmulgee
Muskogee, OK 74401 .... 744–745, 747, 749

1515 Avenue G
Lubbock, TX 79408 792–794

West Texas District
P.O. Box 33010
San Antonio, TX 78233

300 E. 9th Street
Austin, TX 78710 .... 786–787, 789

100 E. Wall Street
Midland, TX 79701 .... 768–769, 795–797

809 Nueces Bay Blvd.
Corpus Christi, TX 78408 .... 779, 783–785

10410 Perrin Beitel Road
San Antonio, TX 78284 .... 780–782, 788

5300 E. Paisano Drive
El Paso, TX 79910 798–799

CENTRAL REGION

433 W. Van Buren Street**
Main Post Office
Chicago, IL 60607 606

Buckeye District
P.O. Box 29177
Columbus, OH 43229

1591 Dalton Street
Cincinnati, OH 45234 .... 410, 450–452, 470

850 Twin Rivers Drive
Columbus, OH 43216 430–433

435 S. St. Clair Street
Toledo, OH 43601 434–436

900 McIntire Avenue
Zanesville, OH 43701 .... 437–438, 457

200 N. Diamond Street
Mansfield, OH 44901 448–449

1111 E. 5th Street
Dayton, OH 45401 453–455

40 S. Walnut Street
Chillicothe, OH 45601 456

350 W. High Street
Lima, OH 45802 458

Dakotas District
P.O. Box 350
Fargo, ND 58199

657 2nd Avenue N.
Fargo, ND 58102 .... 565, 567, 580–582

320 S. Second Avenue
Sioux Falls, SD 57101 570–574

500 E. Boulevard
Rapid City, SD 57701 575–577

117 5th Avenue, S.W.
Minot, ND 58701 .... 583, 587–588

220 E. Rosser Avenue
Bismarck, ND 58501 584–586

Gateway District
P.O. Box 14647
Saint Louis, MO 63178

950 Missouri Avenue
East St. Louis, IL 62201 .... 620, 622, 624

3535 Katherine Road
Quincy, IL 62301 .... 623, 634

1301 E. Main Street
Carbondale, IL 62901 628–629

1720 Market Street
St. Louis, MO 63155 .... 630–631, 633

302 Stewart Drive
Flat River, MO 63601 636–637

430 Poplar Street
Poplar Bluff, MO 63901 638–639

870 Boonville
Springfield, MO 65801 .... 648, 656–658

511 E. Walnut Street
Columbia, MO 65201 .... 635, 650–652

501 W. 8th Street
Rolla, MO 65401 654–655

Greater Wisconsin District
788 N. Jefferson Street
Milwaukee, WI 53299

325 E. Walnut Street
Green Bay, WI 54301 .... 498–499, 541–543

345 W. St. Paul Avenue
Milwaukee, WI 53203 .... 530–532, 534

3902 Milwaukee Street
Madison, WI 53714 .... 535, 537–539

235 Forest Street
Wausau, WI 54401 544–545

1025 W. 20th Avenue
Oshkosh, WI 54901 549

Indiana District
P.O. Box 22859
Indianapolis, IN 46222

125 W. South Street
Indianapolis, IN 46206 .... 460–462, 472

424 S. Michigan Street
South Bend, IN 46624 465–466

1501 S. Clinton Street
Fort Wayne, IN 46802 467–468

2719 S. Webster Street
Kokomo, IN 46901 469

501 W. Memorial Drive
Muncie, IN 47302 473

30 N. Seventh Street
Terre Haute, IN 47808 .... 474–475, 478

3450 State Road 26 East
Lafayette, IN 47901 479

Iowa District
Main Post Office, Room 313
Des Moines, IA 50399

1165 2nd Avenue
Des Moines, IA 50318 .... 500–503, 508

205 S. 8th Street
Fort Dodge, IA 50501 504–505

300 Sycamore Street
Waterloo, IA 50701 .... 506–507, 520–521

320 6th Street
Sioux City, IA 51101 510–514

615 6th Avenue, S. E.
Cedar Rapids, IA 52401 522–526

211 19th Street
Rock Island, IL 61201 .... 527–528, 612

Kentuckiana District
P.O. Box 3001
Louisville, KY 40266

1420 Gardiner Lane
Louisville, KY 40231 .... 400–402, 471

1088 Nandino Blvd.
Lexington, KY 40511 .... 403–406, 413–414

301 E. Center Street
Corbin, KY 40701 .... 407–409, 425–426

1645 Winchester Avenue
Ashland, KY 41101 411–412

601 Main Street
Hazard, KY 41701 415–418

800 Sycamore Street
Evansville, IN 47708 .... 420, 423–424, 476–477

311 E. Eleventh Street
Bowling Green, KY 42101 .... 421–422, 427

Michigan District
U.S. Postal Service
Detroit, MI 48299

200 W. Second Street
Royal Oak, MI 48067 480

1401 W. Fort Street
Detroit, MI 48233 481–482

250 East Boulevard Drive
Flint, MI 48502 484–485

1233 S. Washington Avenue
Saginaw, MI 48605 .... 486–487, 497

4800 Collins Road
Lansing, MI 48924 488–489

1121 Miller Road
Kalamazoo, MI 49001 490–491

200 S. Otsego Avenue
Jackson, MI 49201 492

225 Michigan Street, NW
Grand Rapids, MI 49501 493–496

Mid-America District
P.O. Box 2902
Shawnee Mission, KS 66201

315 W. Pershing Road
Kansas City, MO 64108 .... 640–641, 660–662

8th & Edmond Streets
St. Joseph, MO 64501 .... 644–647, 653

424 S. Kansas Avenue
Topeka, KS 66603 .... 664–666, 668

116 E. Laurel Street
Independence, KS 67301 .... 667, 673

211 W. Iron Avenue
Salina, KS 67401 669–674

7117 W. Harry Street
Wichita, KS 67276 .... 670–672, 675

8th & Fort Street
Hays, KS 67601 676–679

Nebraska District
8990 W. Dodge Road
Lakin Bldg., Suite 229
Omaha, NE 68199

1124 Pacific Street
Omaha, NE 68108 .... 515–516, 680–681

700 R Street
Lincoln, NE 68501 683–685

401 N. Fourth Street
Norfolk, NE 68701 686–687

204 W. South Front Street
Grand Island, NE 68801 688–689

300 E. Third Street
North Platte, NE 69101 690–693

Northeastern Ohio District
Main Post Office, Room 4059
Cleveland, OH 44101

200 N. Fourth Street
Steubenville, OH 49352 439

301 W. Prospect Avenue
Cleveland, OH 44101 440–441

675 Wolf Ledges Parkway
Akron, OH 44309 442–443

99 S. Walnut Street
Youngstown, OH 44501 444–445

2650 Cleveland Avenue, N.W.
Canton, OH 44711 446–447

Northern Illinois District
1211 W. 22nd Street
Room 333
Oak Brook, IL 60588

1499 Martin Luther King Dr.
Gary, IN 46401 463–464

North Suburban
8999 W. Palmer Street
River Grove, IL 60199 600–603

7401 South Kostner Street
South Suburban, IL 60499 604–605

475 E. Court Street
Kankakee, IL 60901 .... 609, 617

5225 Harrison Avenue
Rockford, IL 61125 .... 610–611, 613

95 State Street
Peoria, IL 61601 614–616

600 N. Neil Street
Champaign, IL 61820 618–619

2105 E. Cook Street
Springfield, IL 62703 625–627

MANAGEMENT SECTIONAL CENTERS—Continued

O'Hare AMF*
O'Hare Airport, IL 60666

North Star District
P.O. Box [illegible]
St. Paul, MN 55175

180 East Kellogg Blvd.
St. Paul, MN 55101 .... 540, 550-551

425 State Street
La Crosse, WI 54601 546

126 N. Barstow Street
Eau Claire, WI 54701 547-548

100 S. First Street
Minneapolis, MN 55401 553-554

2800 W. Michigan Street
Duluth, MN 55806 556-558

1445 Valley High Drive, N.W.
Rochester, MN 55901 559

401 S. Second Street
Mankato, MN 56001 560

445 Ninth Street
Windom, MN 56101 561

401 W. Trott Avenue
Willmar, MN 56201 562

909 N. Second Street
St. Cloud, MN 56301 563

5th & Laurel Street
Brainerd, MN 56401 564

522 Minnesota Avenue
Bemidji, MN 56601 566

WESTERN REGION

Angeles District
P. O. Box 92132
Los Angeles, CA 90009

601 W. 5th Street*
Los Angeles, CA 90052 900-901

Inglewood
13031 W. Jefferson Blvd.
Marina del Rey, CA 90311 902-905

300 Long Beach Blvd.
Long Beach, CA 90801 906-908

Golden Gate District
P. O. Box 3734
San Francisco, CA 94119

7th & Mission Streets Room 128
San Francisco, CA 94101 .... 940-941, 943-944, 962-966

1675 7th Street, Room 431
Oakland, CA 94615 945-948

40 Bellam Blvd.
San Rafael, CA 94901 949

Northwestern District
P. O. Box 1500
Kent, WA 98031

715 Northwest Hoyt Street
Portland, OR 97208 .... 970-972, 986

1050 25th Street, S.W.
Salem, OR 97301 973,977

520 Willamette Street
Eugene, OR 97401 974

333 W. 8th Street
Medford, OR 97501 975-976

104 S.W. Dorion Avenue
Pendleton, OR 97801 978

415 First Avenue North
Seattle, WA 98109 .... 980-982, 987

4001 S. Pine Street
Tacoma, WA 98413 983-985

205 W. Washington Avenue
Yakima, WA 98903 .... 988-989, 993

904 W. Riverside Avenue
Spokane, WA 99220 .... 835, 838, 990-992, 994

4141 Postmark Drive
Anchorage, AK 99502 995-996

1257 Mail Trail
Fairbanks, AK 99701 997

709 W. 9th Street
Juneau, AK 99819 998-999

Pacific District
P.O. Box 30000
Honolulu, HI 96820

3600 Aolele Street
Honolulu, HI 96819 967-969

Rocky Mountain District
P.O. Box 8000
Denver, CO 80266

1823 Stout Street, Room 413
Denver, CO 80202 800-807

201 E. Pikes Peak Avenue
Colorado Springs, CO 80901 808-809

5th & Main Streets
Pueblo, CO 81003 810-813

241 No. 4th Street
Grand Junction, CO 81501 814-816

2120 Capitol Avenue
Cheyenne, WY 82001 .... 820, 822-823, 825-826, 829-831

101 East Loucks Street
Sheridan, WY 82001 .... 821, 824, 827-828

300 N. Auburn
Farmington, NM 87401 .... 865, 873-874

1135 Broadway Street, N.E.
Albuquerque, NM 87101 .... 870-871, 875, 878

201 E. Las Cruces Avenue
Las Cruces, NM 88001 879-880

415 N. Pennsylvania Avenue
Roswell, NM 88201 .... 877, 881-884

Sequoia District
P.O. Box 7777
Orange, CA 92667

281 E. Colorado Boulevard
Pasadena, CA 91109 910-912

15701 Sherman Way
Van Nuys, CA 91409 913-916

Alhambra
14730 Don Julian Road
City of Industry, CA 91744 917-918

2201 N. Grand Avenue
Santa Ana, CA 92711 926-928

836 Anacapa Street
Santa Barbara, CA 93102 .... 930-931, 934

424 California Avenue
Bakersfield, CA 93302 .... 932-933, 935

Sierra District
455 Capitol Mall Suite 215
Sacramento, CA 95814

2000 Vassar Street
Reno, NV 89510 .... 894-895, 897, 961

1900 E Street
Fresno, Ca 93706 936-938

1750 Meridian Avenue
San Jose, CA 95101 .... 939, 950-951

4245 West Lane, North
Stockton, CA 95208 952-953

730 Second Street
Santa Rosa, CA 95402 954

337 W. Clark Street
Eureka, CA 95501 955

2000 Royal Oaks Drive
Sacramento, CA 95815 956-958

407 C Street
Marysville, CA 95901 959

1647 Yuba Street
Redding, CA 96001 960

Sunland District
P.O. Box 29000
Phoenix, AZ 85038

1441 E. Buckeye Road
Phoenix, AZ 85026 .... 850, 852-853

1501 S. Cherrybell Stravenue
Tucson, AZ 85726 855-857

104 N. Agassiz Street
Flagstaff, AZ 86001 .... 859-860, 863-864

1001 Circus Circus Drive
Las Vegas, NV 89114 890-891

2535 Midway Drive
San Diego, CA 92199 920-921

333 E. Amado Road
Palm Springs, CA 92262 922

1331 South E. Street
San Bernardino, CA 92403 923-925

Western Slopes District
P.O. Box 27117
Salt Lake City, UT 84127

841 S. 26th Street
Billings, MT 59101 590-595

1100 W. Kent Street
Missoula, MT 59801 596-599

730 E. Clark Street
Pocatello, ID 83201 .... 832, 834

770 S. 13th Street
Boise, ID 83708 .... 833, 836-837, 979

1760 W. 2100 South
Salt Lake City, UT 84119 .... 840-844, 893, 898

95 West 100 South
Provo, UT 84601 845-847

—*Operations Group, 12-18-80.*

OFFICIAL MAIL POSTAGE METERS

Post offices authorized to set Official Mail Postage Meters must submit Form 3612, *Official Mail Postage Meters Quarterly Report,* to the Manager, Government Revenue and Examination Branch, within five days after the close of each postal quarter (December 31, 1980, for Postal Quarter I). Form 3610, *Record of Postal Meter Settings,* is no longer required.

The requirement was published as part of the revised instructions for Official Mail Postage Meters in POSTAL BULLETIN 21253 (7-10-80), as a revision to 137.273a and 137.276, DOMESTIC MAIL MANUAL. Additional instructions and an initial supply of Forms 3612 were sent to all post offices authorized to set Official Mail Postage Meters in a September 9, 1980 memorandum from the Controller, Finance Department.

Before submitting the completed Form 3612, reporting offices should ensure that the following requirements are met:

a. An entry must be made for each Official Mail Postage Meter licensed at the reporting post office. If a government meter was not set during a quarter, the reporting office is required to submit a report in compliance with the instructions listed on the reverse side of Form 3612.

b. All required data must be entered for each meter.

c. For reported amount of total quarterly settings for each meter (column g) must be verified against data in columns e, f and h as follows: column g=column h−column e −column f.

If there are any questions concerning submission of this report, contact the Government Revenue and Examination Branch on (FTS) or (Commercial 202) 245-5001.—*Finance Dept., 12-18-80.*

CONTINUATION OF PAY BEYOND SEPARATION

General

The Federal Employees Compensation Act provides that an employee who suffers a traumatic job related injury prior to separation will be separated from the service as scheduled, but will be entitled to Continuation-of-Pay (COP) for up to 45 calendar days. Payment may be terminated before the completion of 45 days when:

1. The postal installation receives medical information from the attending physician to the effect that the former employee is no longer disabled, or
2. The postal installation receives notification from the Office of Workers' Compensation to terminate pay.

The responsible employees at the postal installation must carefully monitor the Injury on Duty (IOD) cases to ensure that COP is not paid beyond the last day authorized or the 45th day, whichever comes first. Although the COP may extend beyond the date of separation, the administrative policies stated in EMPLOYEE AND LABOR RELATIONS MANUAL (ELM) 540, are applicable, as are the procedures in Handbook F-21, *Time and Attendance,* 392; and in Handbook F-22, *Postal Source Data System Time and Attendance,* 390.

Identification

An employee whose COP extends beyond separation will be appropriately identified via special coding requirements on the Form 50 *Notice of Personnel Action.* Personnel offices preparing a Form 50-A for a separating employee entitled to COP beyond separation must make the following entries:

Item No.	*Item name*	*Coding entry*
21	Probation Expiration Code.	9
22	Probation Expiration PP-YR.	Pay Period and Year the 45 Day COP Expires
23	Employee Status	CP
95	RSC	+W

If after separation it is determined that the COP is to be terminated at an earlier date, issue another Form 50-A, Nature of Action 002, *Correction,* with the appropriate pay period and year in Item 22. An employee whose wages before separation were subject to FICA, will have FICA, in addition to Federal, state and local taxes withheld from COP after separation. Retirement deduction, optional life insurance, health benefit and leave credit, if formerly applicable, will be discontinued after separation. Terminal leave if applicable will be paid upon conclusion of COP.

Time and Attendance

Once the employee has been identified as eligible for COP beyond separation a Form 1230, *Time Card* (where applicable), will be produced each week in the usual manner for the duration of COP. Only those hours applicable to COP will be accepted as valid T/A entries, specifically hours type 71, 72, 76 and 54. All other hour types received on the time card, PSDS or ATAP Systems will be rejected at the PDC and may result in erroneous pay or no pay for the employee. All other T/A entries will be as prescribed in the above referenced Handbooks F-21 and F-22.

Adjustments, where necessary, may be submitted to the servicing PDC on a Form 2240, *Pay, Leave, or Other Hours Adjustment Request,* in the normal manner. However, adjustment for a week or period before the separation date should be identified in the *Remarks* block showing "IOD Case Separated: (month, day, year)."

The time and attendance features described above do not apply to rural carriers at this time. Separate instructions will be issued at a later date. In the interim, continue to submit to the PDC a replacement Form 1314, *Rural Carrier Time Certificate,* together with a Form 2240 for COP periods beyond the separation date. All separated employees receiving COP except rural carriers will have their payments identified by a message generated on the PS Form 1223 *Earnings Statement,* "Continuation of Pay."

Continuation of pay beyond separation will be implemented in Pay Period 01-81. Personnel actions with the required coding will be accepted for Pay Period 01-81. A replacement time card should be prepared for submission to the servicing PDC whenever a prepunched card is not received at a time card office.—*Finance Dept., 12-18-80.*

OCCUPATION CODE MASTER LIST

The following notice will appear in the POSTAL BULLETIN when substantive additions, changes or deletions to the quarterly Occupation Code Master List (MSC and BMC) need to be communicated. The column headings of *RSC* and *FLSA* represent Rate Schedule Code and Fair Labor Standards Act code, respectively. The other headings are self-explanatory.

Make pen and ink changes in the *Occupation Code Master List* (MSC and BMC), October 29, 1980. These actions will be incorporated in the next quarterly issue.

Occupation code	*Position title*	*RSC*	*Grade*	*FLSA*	*Nature of change*
0501-6025	Supv Finance A	E	19	1	Delete
1102-5009	Contr Spec Trnee A	E	14	1	Title
1102-5023	Contr Spec Trnee B	E	15	1	Title
2003-5009	Supply Mgmt Ofcr	E	18	1	Grade
2003-5010	Supply Mgmt Spec	E	15	1	Grade

—*Employee Relations Dept., 12-18-80.*

PARCEL POST PACKAGES FOR CANADA AND MEXICO, AS WELL AS OTHER COUNTRIES, MUST BEAR CUSTOMS DECLARATIONS

1981 ZIP CODE AND POST OFFICE DIRECTORIES

The U.S. Postal Service will continue a policy introduced in 1979 and print two editions of the *National ZIP Code and Post Office Directory* in 1981.

Publication 65

1. ***Description.*** Publication 65 is the full-color version of the *National ZIP Code and Post Office Directory.* Each Publication 65 will be individually packaged in a mailable carton for ease of handling. The individually-packaged cartons will be shrink-wrapped into bundles of eight Directories. The Directory will be sold over the counter in post offices from CAGs A through G. Post Offices in CAGs H through L will use a ZIP Code Directory order blank/mailing label, Form 4326X, to order copies. The price of the 1981 Directory will be $8.00 per copy.

2. Discount Sales

a. Postal customers who turn in the cover from a previous year's *National ZIP Code Directory* at the time of purchase will receive a discount of $1.00 toward the purchase of the new edition. Only copies of Publication 26, *Directory of Post Offices* (last published in 1978), and Publication 65, published by the Government Printing Office for sale to the public, are eligible for this discount. No trade-in will be allowed for Directories published by private firms, or for copies of Publication 65-A. Only one trade-in may be used for each book purchased.

b. When 8 directories are ordered, the charge is for 7 directories ($56).

Customers may use a combination of the discounts.

Example: If a customer orders 16 Directories and trades in four previous year's ZIP Code Directory covers, the total cost will be $8 times 14 directories, minus $4 for old covers, or $108. A maximum of seven covers may be traded in for each bundle quantity purchased.

3. ***Mail order sales.*** The Postal Service ran an early order program for Directory sales from October through November 21, described in POSTAL BULLETIN 21266 (10-9-80). There will be no further mail order sales of the 1981 ZIP Code Directory.

4. Distribution

a. Publication 65 will be shipped on pallets from the printing plant in Lowell, MA directly to MSC's during late December 1980 and January 1981. These Directories will be individually packaged and shrink-wrapped in quantities of eight. There will be no individual addressing of these directories for shipment to AOs.

It is the responsibility of the Manager of Retail Sales and the Accountable Paper Unit at each Management Sectional Center to provide for further distribution of Publication 65s to offices in CAGs A through G within the sectional center. Distribution quantities should be based on last year's Form 1079 sales reports from those offices.

The remaining copies of Publication 65 will be retained by the MSC Accountable Paper Unit to fill orders from CAG H through L offices which will use Form 4326X to place customer orders.

The decision not to distribute directories directly to offices in CAGs H through L was made to allow better control of Publication 65 inventory. MSCs may request exceptions to this policy by contacting their regional ZIP Code coordinators. The success of the sales program depends on the management of this distribution.

b. ZIP Code Directory Order Blank (Form 4326X). The Accountable Paper Unit at each MSC will also receive a quantity of the ZIP Code Directory order blank/mailing labels, Form 4326X, for distribution to offices in CAGs H through L. Form 4326X will be used by those offices to place customer orders for ZIP Code Directories.

5. Sale of Publication 65

a. *CAG A through G offices, stations and branches.* Offices and their stations and branches in CAGs A-G will provide for direct customer sale of the 1981 Publication 65. Inventory control will be maintained as provided in F-1, *Financial Handbook for Post Offices* (724-726). Sectional Center Managers and postmasters must assure strict compliance with these and all other procedures in 720 of Handbook F-1. Although Publication 65 is a postal product, all sales will be accounted for, as required by existing instructions for retail products (720, F-1) and guidelines issued by regional offices. Clerks will report revenue on the Form 1412, *Daily Financial Report.* The Retail Products Daily Sales Record, Form 3317, will be used to identify revenue (723, F-1).

b. *Post offices, stations and branches in CAGs H through L.* Customer sales of Publication 65 in these facilities will be handled by a ZIP Code Directory order blank/mailing label, Form 4326X. This form is completed by the customer. One order form/mailing label is required for each directory. If a customer orders a bundle quantity (8 Directories), only one label is required.

The clerk must endorse the order "Bundle quantity—8 Directories". Customers should be instructed to complete the order and present it to the clerk with the appropriate payment and previous year's directory cover trade-in, if any. The customer is given the top copy of the order blank as a receipt. This top copy has a place for the unit's all-purpose stamp and the clerk's initials.

The clerk accounts for the Directory sale on the Form 1412 in accordance with F-1 procedures (see 5a). At the close of business, the Directory orders for that day are dispatched to the Accountable Paper Unit at the MSC. Upon receipt of these directory orders, the Accountable Paper Unit removes the MSC receipt copy of the order, places the mailing label on a pre-packaged single ZIP Code Directory, Publication 65, and enters it in the mailstream for delivery to the customer.

While most orders will be for single Directories, check for orders marked "Bundle Quantity—8 Directories." In that event, the label should be applied to a shrink-wrapped bundle of 8 directories. Advise the customer that the management sectional center will ship the directories to his mailing address. If customers do not wish to order a directory in this manner, they should be directed to the nearest facility in CAG A through G where a directory can be purchased over the counter.

6. Requisitions

a. Publication 65 will *not* be stocked in the supply centers this year. Offices which anticipate insufficient supplies of Publication 65 for customer demand must obtain additional supplies from the Accountable Paper Unit at the MSC. If the MSC anticipates that customer demand will exceed the available quantities for the entire MSC, it should contact the regional ZIP Code coordinator. See the names and addresses listed at the end of this article.

b. If additional Forms 4326X ZIP Code Directory order blank/mailing labels are required, the Accountable Paper Unit may order them from the appropriate area supply center in quantities not to exceed 500 per order.

Publication 65–A

1. Description. The *1981 National ZIP Code and Post Office Directory,* Publication 65–A, used by Postal Service personnel and in postal lobbies by customers will have a black and white cover. It will be plainly marked FOR OFFICIAL USE ONLY, and is not to be sold or distributed to the private sector. Federal government departments, agencies, and military installations will also be expected to use Publication 65–A.

2. Distribution. Publication 65–A will be shipped directly to Management Sectional Centers in cartons with an addressed penalty label to each post office, station, branch and community post office. Directories will also be shipped directly to BMCs, PDCs, TMOs, and other Postal Service offices. The quantity provided each postal unit is based on that unit's profile as determined from our computerized data files. The quantity shipped should be adequate for the needs of each unit or office.

3. Requisitions. A limited quantity of Publication 65–As is being stored in the supply centers. Offices requiring additional copies will complete Form 1286, Request for USPS Directives, and forward it to the Directory Coordinator at the regional Retail Branch for review and approval (see addresses below). The requesting unit should identify the specific main office, station or branch to which the shipment is to be directed. Approved requisitions will then be forwarded to the Retail Operations Division for transmission to the supply centers.

Regional ZIP Code Coordinators

Management Sectional Centers who encounter problems with the distribution of Publication 65 or 65–A or require additional information may contact the regional ZIP Code coordinators listed below. Associate Offices are *not* authorized to contact these coordinators but should direct inquiries to the MSC.

Robert Martone
Retail Branch
Northeast Region, USPS
New York, NY 10098
FTS–649–8205

Maurita Donlon
Retail Branch
Central Region, USPS
Chicago, IL 60699
FTS–886–3617

George Gakoumis
Retail Branch
Eastern Region, USPS
FTS–597–9712

Pope Johnsey
Retail Branch
Southern Region, USPS
Memphis, TN 38166
FTS–222–2744

Dean Bailey
Retail Branch
Western Region, USPS
FTS–470–9276

—Delivery Services Dept., 12–18–80.

All Personnel Processing Mail for Dispatch Abroad

FOREIGN ORDER NOTICE 29

Tentative *False Representation orders* against the following have become final:

ENGLAND

J. B. Casey & Company Publishers
BCM Box 588
London WC1V 6XX

SWITZERLAND

The Economic Documentation Centre
Rennweg 42—44
CH–8001 Zurich

Tentative *Lottery orders* against the following have become final:

IRELAND

Patty Coles
10 Acorn Drive
Wyckham Pak., Ballinteer

Cork City

Fay Foley
6 Landscape Terrace
Glasheen Road

Kate Lirk
6 Hartlands Avenue

Dublin

Sarah Doyle
39 Ben Edair Road
Arbour Hill

Maureen Cassidy
15 Casimir Road
Harolds Cross

IRELAND—Continued

Ken Dooge
8 Sallymount Gardens
Ranelagh

John Curran
32 Breamore Road

John O'Reilly
30 Kenilworth Road

Jean Smythe
7 Ballinteer Drive
Dundrum

Rose Hayes
109 Church Avenue
Drumcondra

Ellen Brady
9 Casement Grove

James Kilmurry
24 Delaford
Knocklyonwood

County Dublin

Ann White
31 Fancourt Hqts.
Ballbriggan

Ann Mac Sweeney
24 Newpark Road
Blackrock

Una Coyne
23 Castle Court
Booterstown

Miss Liz Newman
13 Texas Lane
Mallahide

IRELAND—Continued

Laura Flanagan
105 Rowanbyrn
Blackrock

Galway

Mrs. Moira Crown
1 Crescent View
Riverside

County Galway

Dan Regan
Ballagaddy Bridge
Tuam

County Waterford

Joan Leonard
The Rectory
Cappoquin

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all SCFs and designated International Exchange Offices.—*Judicial Officer, 12–18–80.*

Wanted Circular Canceled

Destroy the wanted circular issued May 30, 1980 for postal offender **Robert Samuel Chappell**—*Inspection Service, 12–18–80.*

ALIEN ADDRESS REPORT—1981

Section 265 of the Immigration and Nationality Act of 1952 requires aliens residing in the United States on January 1, 1981, to report their current addresses to the Commissioner of the Immigration and Naturalization Service (INS) within the period January 1-31, 1981.

Selected post offices throughout the United States will participate in the 1981 Alien Address Report Program by distributing Forms I-53, Alien Address Report Cards, to aliens from January 1 through January 31, 1981. The responsibility for completing and signing a card, placing a stamp on the address side, and dropping it in a mail box rests with the alien. Form AR-11, *Change of Address Card,* cannot be used to comply with the requirements of Section 265 of the Act.

Distribution. INS has mailed to *selected* post offices a quantity of Forms I-53 based on estimates of the alien population of the area served by the post office. Post offices which do not receive direct shipments from INS **will not** participate in the 1981 Program and should refer customers to the nearest INS field office for Forms I-53. MSC managers will receive limited additional quantities to be used for emergency distribution to *participating* post offices whose supplies become exhausted before the end of January. MSCs may obtain additional supplies from the nearest INS office.

The cards must not be handed out to aliens before January 1, 1981, or after January 31, 1981.

Availability. Forms I-53 will be available at service windows of participating main post offices and selected classified stations and branches. Each postmaster determines how the post office's allotment will be distributed among its station and branches.

Responsibility. Postal employees should advise customers requesting Forms I-53 that 10¢ in postage must be affixed to each card before it is mailed and offer to sell customers the necessary stamps. Employees must not instruct customers on how to fill out Form I-53; all inquiries should be referred to the nearest INS field office.

Delayed Registration. The official reporting period is January 1-31, 1981. Direct any alien who attempts to file a report after January 31 to the nearest INS office. On February 1, 1981, dispose of all unused Forms I-53 as waste.

Reporting Shortages. All MSCs will compile lists of significant shortages in their areas and send them to the Retail Operations Division, USPS Headquarters, Washington, DC 20260 by February 28, 1981.

INS Field Offices. The mailing addresses for the regional and district offices of the Immigration and Naturalization Service are:

Regional Offices

Terminal Island
San Pedro, CA 90731

Federal Building
Fort Snelling
Twin Cities, MN 55111

1201 Elm Street—23rd Floor
Dallas, TX 75270

Federal Building
Burlington, VT 05401

District Offices

701 C Street, Rm. D-229
Anchorage, AK 99513

230 N. First Ave.
Phoenix, AZ 85025

300 N. Los Angeles St.
Los Angeles, CA 90012

880 Front St.—Room 2S5
San Diego, CA 92101

Appraisers Bldg.
630 Sansome St., Rm. 1140
San Francisco, CA 94111

17027 Federal Office Bldg.
Denver, CO 80202

900 Asylum Avenue
Hartford, CT 06105

25 E St., N.W.
Washington, DC 20538

155 S. Miami Ave.
Miami, FL 33130

Russell Federal Office Bldg.
Room 1408
75 Spring St., S.W.
Atlanta, GA 30303

P.O. Box 461
Honolulu, HI 96809

219 S. Dearborn St.
Chicago, IL 60604

701 Loyola Ave.—Room T8005
New Orleans, LA 70113

U.S. Courthouse—Room 316
Portland, ME 04112

100 S. Hanover St.
Baltimore, MD 21201

J. F. Kennedy Federal Bldg.
Government Center
Boston, MA 02203

Federal Bldg.
333 Mt. Elliott St.
Detroit, MI 48207

927 New Post Office Bldg.
St. Paul, MN 55101

324 E. 11th Street
Suite 1100
Kansas City, MO 64106

Federal Office Bldg.
301 S. Park, Room 512
Drawer 10036
Helena, MT 59601

106 S. 15th Street
Room 1008
Omaha, NE 68102

Federal Bldg.
970 Broad St.
Newark, NJ 07102

68 Court St.
Buffalo, NY 14202

26 Federal Plaza, Basement
New York, NY 10007

401 W. Trade St.
Room 266
Charlotte, NC 28208

1240 E. 9th Street,
Room 1917
Cleveland, OH 44199

511 N.W. Broadway
Portland, OR 97209

U.S. Courthouse—Room 1321
601 Market St.
Philadelphia, PA 19106

New Federal Bldg.—3rd Floor
Carlos Chardon St.
Hato Rey, PR 00918

1100 Commerce St.
Dallas, TX 75242

P.O. Box 9398
El Paso, TX 79984

719 Grimes Ave.
Harlingen, TX 78550

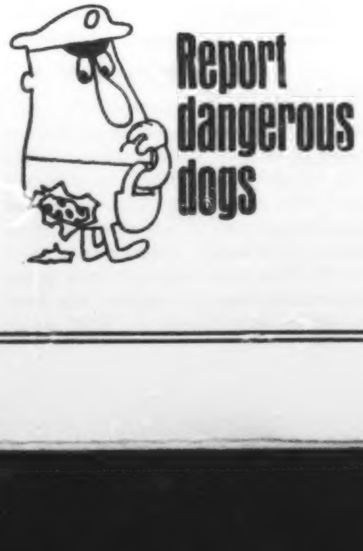
P.O. Box 61630
Houston, TX 77002

630 S. Main St.
San Antonio, TX 78206

Federal Bldg., Post Office,
and Customs House
St. Albans, VT 05478

815 Airport Way, South
Seattle, WA 98134

—*Delivery Services Dept., 12-18-80.*



INJURY COMPENSATION

New policy and procedures for administering third party claims under the Injury Compensation Program are set forth with the issuance of this POSTAL BULLETIN. These procedures will be effective January 2, 1981

In our continuing efforts to reduce the cost of on-the-job injuries, the U.S. Postal Service has entered into an agreement with the U.S. Department of Labor concerning third party cases. Under this agreement we will become more directly involved with the recovery of damages from third parties responsible for causing injuries to postal employees.

Sample letter formats referred to in these instructions will be available from the Regional Injury Compensation Program Administrators on an interim basis pending the revision to the EMPLOYEE AND LABOR RELATIONS MANUAL (ELM). The procedure set forth in this bulletin supercedes ELM Section 545.8, Continuation of Compensation.

545.8 Third Party Liability

.81 Purpose. This instructs control office and control point personnel on how to collect damages from a third party responsible for causing an injury to a postal employe receiving benefits under the Federal Employees' Compensation Act (FECA) 5 U.S.C. 8101–50, as a result of that injury.

.82 BACKGROUND

.821 The FECA provides that if the injury or death (which is compensable under the Act) is caused by a third party, the United States Department of Labor (DOL) may require an employe receiving benefits under FECA to:

a. Assign to the United States any right of action he may have to force the third party to pay damages or assign any right the employee may have to share in money received in satisfaction of a liability claim; or

b. Prosecute the action in his own name.

.822 Any employee who refuses to assign right of action to the United States or prosecute an action in his own name when required to do so by the Secretary of Labor, may be denied compensation by DOL.

.823 The Agreement between the Director, Office of Workers' Compensation Programs (OWCP), DOL, and the USPS provides that to more efficiency and effectively accomplish the stated purpose of the FECA, OWCP agrees that the Postal Service may administratively pursue collection of damages from the third party responsible for the injury sustained by a Postal Service employee in all cases of traumatic injury except:

a. Where the injury results in the death of the employee;

b. When the injury occurred outside of the United States or Canada;

c. When the third party is a common carrier;

d. When malpractice or product liability is involved; or

e. Where the injuries are sustained by more than one employee in the same incident (group injuries).

.83 Definition and Use of Terms. The definitions in this section are applicable to 545.8 only and shall not be considered to change the terms of the Act, the regulations of the Department of Labor, or other sections of the ELM.

a. The *ACT* and *FECA* mean the Federal Employees' Compensation Act, 5 U.S.C. 8101, *et seq.*

b. Assignment means a written agreement whereby the employee or beneficiary transfers his right to recover damages from a third party to the USPS and such offer is accepted by the USPS.

c. Beneficiary means an individual who is entitled to a benefit under the Act.

d. Benefits or *Compensation* means benefits or compensation and continuation of pay paid or payable on account of loss of wages, ability to earn wages; money paid in the form of scheduled compensation, medical diagnostic and treatment services supplied pursuant to the Act; money paid on account of death; and certain payments to individuals participating in an approved vocational rehabilitation program.

e. Claim means an assertion in writing of an individual's entitlement to benefits under or pursuant to the Act.

f. Claimant means an individual whose claim for entitlement to benefits under the Act has been filed.

g. Continuation of Pay or *COP* means salary paid to the employee by the Postal Service pursuant to 5 U.S.C. 8118.

h. Control Officer means the head of the control office and is (1) the injury compensation supervisor/specialist if an injury compensation unit is available and staffed; or (2) an appropriate designated supervisor if no injury compensation supervisor/specialist is available.

i. Control Point Supervisor means an individual designated by the installation head in those installations that do not have an injury compensation supervisor or specialist.

j. Department or *DOL* means the United States Department of Labor.

k. Employee means all employees of the United States Postal Service, or a beneficiary.

l. Injury or *Traumatic Injury* means a wound or other condition of the body caused by external force, including stress or strain. The injury must be identifiable as to time and place of occurrence and member or function of the body affected, and be caused by specific event or incident or series of events, or incidents within a single day or work shift.

m. Legal Liability means a determination that a third party is responsible for the payment of money damages to an injured employee.

n. Negligence means the failure of a third party to act as an ordinary prudent man would act under the same or similar circumstances and such failure is the proximate cause of an injury to an employee.

o. OWCP means the Office of Workers' Compensation Programs, Employment Standards Administration, of the Department.

p. Prosecute means any action taken to recover damages from the third party.

q. RICPA means the Regional Injury Compensation Program Administrator.

r. Serious Injury means a personal injury which results in death, dismemberment, significant disfigurement, a fracture, or permanent loss of use of a body organ, member function or system.

s. Third Party means a person or organization other than the United States and its agencies who is believed to be responsible for injury to a postal employee while in the performance of his employment.

t. Tort means the wrongful act committed by a third party which act is done intentionally or negligently and which causes injury to an employee.

.84 Responsibility. The MSC manager or head of a major postal installation will establish a control office to carry out the responsibilities outlined in these instructions. At installations which do not have an injury compensation unit, the installation head will designate an appropriate supervisor as the control point individual responsible for carrying out these instructions. Control officers must insure that control point personnel are properly trained to carry out the responsibility of making third party recoveries.

.85 Third-Party Recovery Action

.851 Upon receipt of Form CA–1, *Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation,* the control officer or control point supervisor reviews the form to determine if a third party is involved in the injury to the employee and whether the third party could be responsible for the injury.

.852 Third-party cases for which a claim is filed on Form CA–2, *Federal Employee's Notice of Occupational Disease and Claim for Compensation* must be identified and forwarded to DOL. DOL will continue to be responsible for third-party recoveries in these cases. The officer or control point supervisor monitors the progress of the DOL action and obtain periodic status reports until these cases are closed. Any of these cases which are closed without a payment from the third party will be referred to the RICPA.

.853 Although a third-party recovery case can arise from many circumstances in which a third-party did, or failed to do something which resulted in the injury or death of an employee, the most common circumstances are, but not limited to:

a. Automobile accidents.

b. Animal attacks.

c. Tripping, slipping, and falling on sidewalks, steps, and other portions of non-federal property.

d. Defective machinery, automobiles, and equipment.

e. Physical attacks and other assaults.

f. Defects in leased postal premises.

.854 Investigation

a. When a possible third-party recovery case is identified, the control officer or control point supervisor should coordinate an investigation of the incident.

b. When possible, obtain a detailed, written statement from:

(*1*) The injured employee if the Form CA–1 is not sufficient to determine third-party liability, or otherwise inadequate.

(*2*) Any witnesses to the incident.

(*3*) Any other person who may be acquainted with the facts or is identified as having pertinent information.

c. The name, address and telephone number of the third-party.

d. A detailed description of the place where the incident occurred, and all the circumstances concerning the incident.

e. If an investigation of the incident was previously made by the local police, USPS Vehicle Services, USPS safety personnel, Inspection Service, or any other organization, obtain a copy of the reports and the investigative file.

f. Consult Handbook M–19, *Accident Investigation—Tort Claims,* for information and procedures regarding investigative techniques and guides.

.855 In all cases when it appears that a third-party recovery is a possibility, a completed Form 2562, *Injury Compensation Program Notice of Potential Third-Party Claim,* should be obtained from the injured employee. A copy of the completed form should be forwarded to the District Office, OWCP, with the employee's claim for benefits. When the DOL is responsible for making the third-party recovery (see 545.823), no action to recover should be taken by the control officer or control point supervisor.

.856 In all cases when DOL is responsible for making a recovery, the control officer or control point supervisor will monitor the progress of the Department of Labor's action and obtain periodic status reports until the case is closed. Any such cases which are closed without a payment from the third-party will be referred to the RICPA.

.857 When a third-party collection responsibility has been assumed by the Postal Service, forward copies of all letters issued, together with other pertinent third-party claim documents, to the District Office, OWCP. The control officer or control point supervisor should then proceed as follows:

a. Employee Represented by Attorney

If the answer to the question on Form 2562, *Does the employee or beneficiary(ies) intend to take action against the third party?* is Yes, and the Form 2562, or other information available, shows that the employee is represented by an attorney, forward to the employee's attorney:

(*1*) Sample letter A, *Notice to Attorney of Government's Lien,* with the papers and forms referred to in that letter,

(*2*) Sample letter B, *Authorization for Release of Information,* and

(*3*) Sample letter C, *Request for Status and Transmittal of Information.*

b. If a response to sample letter A is not received within 90 days after mailing, contact attorney representing postal employee directly in an effort to obtain a status report on the progress of the case. Status reports from the postal employee's attorney should be obtained as frequently as is considered necessary by the control officer or control point supervisor. If no reply is received from the attorney within 90 days after any request for a status report has been made, refer the file to RICPA. Use Cover Letter H to transmit the file.

c. Upon receipt of notification from the postal employee's attorney that the case has been terminated:

(*1*) By payment of damage to the employee: Obtain settlement sheet, Recovery Letter I, and payment due the Postal Service. Verify the accuracy of Recovery Letter I and forward settlement sheet with the check to the postal data center.

(*2*) Without payment of any damage to the Postal Service: Refer entire file to the RICPA using Cover Letter H to transmit the file.

.858 Employee Not Represented by Attorney

a. If the answer to the question on the Form 2562, *Does the employee or beneficiary(ies)* intend to take action against the third-party? is Yes, and the Form 2562 or other information shows that the employee desires to pursue the recovery himself, and is not represented by an attorney, furnish the employee sample letter D (two pages), *Notice of Employee of Government's Lien,* and mail sample letter E, *Notice to Third Party of Government's Lien,* to the third-party, and, if known, to the third-party's insurer.

b. At least every 60 days after the date sample letter D was given the employe, check with the employee to determine the status of the case.

c. If a recovery has not been made within six months after the accident, or if prior to that time there is information that the action on the claim has been terminated, refer the entire file to the RICPA. Use Cover Letter H to transmit the file.

d. When a recovery statement (see attachment to sample letter D) is received from the employee, review it for accuracy, take the necessary action to correct any errors, and forward the recovery statement together with the payment to the postal data center.

.859 Employee Not Pursuing Third-Party Action

a. If the answer to the question on Form 2562, *Does the employee or beneficiary(ies) intend to take action against the third-party?* is NO, or the employee is undecided or it is unclear what action the employee contemplates, the control officer or control point supervisor will furnish the employee with sample letter F (two pages), *Request for Information from Employee and Notice of Government's Lien.*

b. If a reply is not received to sample letter F within 15 days, contact the employee directly or through the employee's supervisor to determine what action the employee intends to take against the third-party.

c. If the employee advises that he will seek recovery against the third-party, proceed in accordance with 585.857, or .858, as appropriate.

d. If the employee indicates that he will not seek recovery against the third party, or is unable to decide what action he will take, the control officer or control point supervisor should ask the employee whether he would agree to assign his claim against the third party to the Postal Service by signing Form 2577-X, *Assignment of Claim to the USPS.* If the employee declines to make the assignment, the control officer or control point supervisor should refrain from saying or doing anything to the employee which could be regarded as pressuring or coercing the employee in agreeing to the assignment. The control officer or control point supervisor should point out that the Postal Service is not ordering or directing the employee to either sue or assign the claim, but may advise the employee that:

(*1*) By assigning his claim to the Postal Service, the employee will enable the Postal Service to attempt to shift the financial liability for the employee's injury from the Postal Service to the true wrongdoer, i.e. the third party;

(*2*) The ultimate recovery which the employee will realize for his injury cannot possibly be reduced by his agreeing to the assignment. In fact, any surplus amount realized in the third party action which exceeds the amount of the employee's compensation payments and the expense of realization or collection, will be paid to the employee. Even if no surplus is realized, the only possible result, from the stand-point of the employee's recovery, is that all or part of his compensation recovery will be paid by the third party wrongdoer instead of by the Postal Service;

(*3*) DOL is authorized to require an assignment of the claim and to terminate his compensation payments if he refuses to pursue or assign what appears to be a valid third party claim.

(*4*) If the employee continues to refuse to pursue or assign his claim, then the control officer or control point supervisor should refer the file to the RICPA. Use Cover Letter H to transmit the file. No further action to obtain an assignment should be taken by control officer or control supervisor after the file is referred.

e. Upon receipt of an assignment of the employee's claim on Form 2577-X, send sample letter G, *Notice of Assignment of Postal Employee's Claim, and Request for Settlement,* to the third-party, and his insurer, if known.

f. When a reply to sample letter G is received, the control officer or control point supervisor should proceed to attempt to negotiate a settlement of the government's and the employee's claim, but only in those cases in which the employee did not sustain serious injury; was off work as a result of the injury caused by the third-party for two weeks or less; the employee has made a complete recovery from the injury and has returned to work. See 545.87, Settlement of Claims.

g. In all cases where the period of disability exceeds two weeks or the injury sustained by the employee is considered serious, refer the entire case file to the RICPA for further instructions. Use Cover Letter H to transmit the file.

.86 Release of Information

.861 All records, medical and other reports, statements of witnesses, and other papers relating to the injury or death of an employee or other person entitled to compensation or benefits under the Act are sensitive in nature and no employee of the Postal Service shall disclose information from or pertaining to the records to any person except as directed in these instructions. Upon the employee's death, records lose much of their sensitivity, that is, the Privacy Act no longer applies to them. Release of records on deceased employees to anyone other than involved parties and attorneys should be guided by the USPS Release of Information guidelines (ASM 352).

.862 If an employee, or in the case of death, such employee's beneficiary or the authorized representative of an employee or beneficiary requests information from the Postal Service in connection with a third-party recovery case, refer the request to the control officer or control point supervisor, who shall permit the requester to examine the records of the case.

.863 When the control officer or control point supervisor determines that release of medical reports directly to the employee clearly is not in the best interest of the employee, the control officer or control point supervisor should release the information to the employee's personal physician only upon receipt of written authorization from the employee.

.864 In honoring requests, the control officer or control point supervisor shall disclose only that information which is germane to the request and the third-party action.

.865 Information requested for use in third-party recovery cases by persons interested in third-party action, other than the employee or other legal representative, may be released only upon written authorization of the employee, or of the authorized representative, and direct all such requests to the control officer or the control point supervisor.

.866 Any employee of the Postal Service who is served with a demand by federal or state courts, or other administrative bodies, for records or information relating to third-party recovery matters shall promptly, and without awaiting appearance before the court or other authority, contact the RICPA for instructions concerning the response to the demand.

.87 Settlement of Claims

.871 Employee Pursuing Collection of Damages from Third Party. The Postal Service, with certain adjustments, is entitled to recover from the proceeds paid to an employee by a third party the amount of COP paid to the employee by the Postal Service and the compensation and medical and related expenses paid by DOL on behalf of the employee. Therefore, when information is received that a third-party recovery is imminent, the control officer or control point supervisor will contact DOL for an up-to-date statement of all disbursements made by DOL and advise the employee or his attorney of those disbursements and the total COP paid by the Postal Service if settlement has not been made. If settlement has already been made, the Recovery Letter I should be reviewed to see that the total disbursements made by DOL and the Postal Service have been accurately computed.

.872 Employee Not Pursuing a Third-Party Recovery. When the postal employee has indicated that he does not wish to pursue a recovery from a third-party and has been requested to and has signed Form 2577–X, *Assignment of Claim to the USPS*, the Postal Service with certain adjustments, is entitled to recover from the third-party or his insurer, the amount of COP paid to the employee by the Postal Service, and the compensation and medical and related expenses paid by DOL on behalf of the employee. In addition, the Postal Service is entitled to collect on behalf of the employee those damages to which the employee may be entitled. Such damages may consist of payment for pain and suffering sustained by the employee, any damage to the employee's personal property and out-of-pocket expenses not covered by COP and FECA benefits.

.873 Any offer received by the control officer or control point supervisor from the third-party or his insurer to settle a claim in which the employee has made an assignment to the Postal Service must be submitted with the recommendation of the control officer or control point supervisor to the RICPA for decision. Use Cover Letter H to transmit the file.

.874 When the control officer or control point supervisor desires any advice on matters relating to the settlement of a third-party recovery case, or other legal matter, contact the appropriate Regional Counsel's office.

.875 Delegation of Authority. The following are authorized to accept voluntary assignments of employee's claim against third parties:

a. Program Manager, Injury Compensation.
b. RICPA.
c. Control officer.
d. Control point supervisor.
e. Regional Counsel.
f. Assistant Regional Counsel.
g. Assistant General Counsel, Claims Division.—*Employee Relations Dept., 12–18–80.*

GSA Cars—Monthly Basis

GSA Form 494, *Monthly Motor Vehicle Use Record*, has been revised to a single-part card. Two cards per vehicle will be provided to the motor vehicle user each month by the General Services Administration (GSA). The cards are prepunched with the same pertinent data (tag number, region number, motor pool number and billing Office Address Code number).

Effective immediately the **first** Form 494 will be completed at the end of each month by the motor vehicle user and returned to GSA for processing. The **second** form will be submitted by the motor vehicle user to the servicing postal data center for verification of the billing charges subsequently made by GSA. The finance number of the employee using the vehicle must be entered in the *Project Number* block (cols. 55–60) of the Form 494. The three-digit sub-account number of the employee using the vehicle must be entered in the *Bldg/Account No.* block (cols. 49–51) of the Form 494. A photostatic copy of the form must be retained in your office for reference purposes.—*Finance Dept., 12–18–80.*

Domestic Orders

False Representation. Enforced by postmasters at cities listed.

State/City	*Name Covered*
CA, Novato, 94947	Patten's 477 Entrada Drive
PA, Elizabethtown 17022	County Wide Maps A Division of A & E Advertising 26 West High Street
PA, Elizabethtown 17022	Pennsylvania County Wide Maps 26 West High Street
	Pennsylvania County Wide Maps P.O. Box 302
PA, Elizabethtown 17022	A & E Sports Calendar A Division of A & E Advertising 26 West High Street
FL, Bradenton 33506	Vangault Labs P.O. Box 851
FL, Pompano Beach 33060	Vangault Labs P.O. Box 10129
FL, Tampa 33602	Florida County Wide Maps P.O. Box 24084
NJ, Pennsville 08070	New Jersey County Wide Maps P.O. Box 262
NY, Albany 12207	New York County Wide Maps P.O. Box 270

—*Judicial Officer, 12–18–80.*

International Mail Exchange Offices

International Mail Irregularity

Form 2947, *Notice to Postmaster—Irregularity in International Mail*, has been used by international surface and airmail exchange offices to advise postmasters of irregularities in mail pieces.

Effective immediately, Form 2947 is replaced by Form 2948, *International Mail Irregularity*, dated June 1980. Form 2948 is a three-part form better suited for reporting the most common mail preparation irregularities both to the customer and to the office of mailing. Part 520 (TL–8, May 15, 1980), Handbook T–4, *International Surface Mail* contains instructions for using Form 2948. A future issue of Handbook T–1, *International Airmail*, will include these same instructions.

A limited automatic distribution of Form 2948 has been made to major international mail exchange offices. The new form is now in stock in the area suply centers and should be requisitioned according to established procedures. Upon receipt of Form 2948, destroy the supply of Form 2947.—*Rates & Classification Dept., 12–18–80.*

RETIREMENT LAW AMENDMENTS

Public Law 96-499, The Omnibus Reconciliation Act of 1980, signed into law December 5, 1980, makes the following significant changes to the Civil Service Retirement laws affecting postal employees.

1. Eliminates "look back" (comparative annuity computations) for annuities commencing after January 19, 1981.
2. Provides for proration of a retiree's initial cost-of-living adjustment.
3. Amends the eligibility requirements for disability retirement.
4. Excludes certain individuals who are receiving military retirement benefits or veteran's compensation from the guaranteed minimum disability annuity provision.

A. "Look Back" (Comparative Annuity Computation)

1. Annuities Commencing on or before January 19, 1981. Public Law 96-499 eliminates the "look back" (comparative annuity computation) but provides a forty-five (45) day grace period before this takes effect. An employee whose immediate annuity commences on or before January 19, 1981 (45 days after December 5, 1980, date of enactment) is eligible for the "look back" computation to receive the benefit of the 7.7 percent annuity COLA which was effective September 1, 1980.

The "look back" (comparative annuity computation) is made as follows:

a. Determine the monthly annuity rate payable based on service and "high-3" average salary as of August 31, 1980 (but include unused sick leave available as of the actual date of separation). Add the 7.7 percent annuity COLA that was effective September 1, 1980.

b. Determine the monthly annuity rate payable as of the actual date of separation.

c. Compare the two rates above. The employee will receive the higher of these two rates.

2. Annuities Commencing After January 19, 1981.

The critical date in determining eligibility for the 7.7 percent "look back" computation is the annuity commencing date. Under the retirement regulations, annuity begins the day after the employee's last day in a pay status, provided the employee meets all eligibility requirements for retirement on that date, or the day after separation. For example, an employee who is separated for retirement effective January 19, 1981 and his or her last day in a pay status is also January 19, 1981, will have an annuity commencing date of January 20, 1981. Since the annuity commences after January 19, 1981, the employee will not be eligible for the 7.7 percent "look back" (comparative annuity computation).

B. Proration of Retiree's Initial Cost-of-Living Adjustment (COLA)

1. Public Law 96-499 provides that for any annuity COLA which takes effect after December 5, 1980, retirees will receive one-sixth of the applicable cost-of-living increase for each month they are on the annuity rolls prior to the effective date of the COLA (any portion of a month on the annuity rolls counts as a full month).

2. In order to receive one-half (3/6) of the potential annuity COLA effective March 1, 1981, an employee's annuity must commence no later than December 30, 1980. In this event, three months are counted in prorating because annuity is payable in each of three months (December, January and February). In order to receive one-third (2/6) of the potential annuity COLA effective March 1, 1981, an employee's annuity must commence no later than January 30, 1981. (*NOTE:* For proration purposes, months with 31 days are considered as having 30 days and the employee's separation date or last day of pay must be no later than the 29th day of the month with annuity commencing no later than the 30th of the month.) In order to receive 1/6 of the March 1, 1981 potential annuity COLA, as the matter now stands, the employee's annuity must commence no later than February 28, 1981. This means the separation date or last day of pay must be no later than February 27, 1981.

3. It should be noted that the proration applies only to the retiree's *initial* annuity cost-of-living adjustment. All employees retiring on or after September 30, 1980, and annuity commences October 1, 1980 or later, will have the March 1, 1981 COLA prorated on the basis of 1/6 for each month on the annuity rolls prior to March 1, 1981.

C. Disability Retirement Eligibility Requirements Amended

Effective March 5, 1981 (90 days after enactment of P.L. 96-499) the Office of Personnel Management (OPM) must determine that the disability applicant is not qualified for reassignment, under procedures to be developed by OPM, to a vacant position in the agency at the same grade or pay level before the employee may be found to be disabled for disability retirement purposes. The law provides that OPM's determination on reassignments is to be consistent with the terms of collective bargaining agreements covering postal employees. Additional information will be provided upon issuance of OPM implementing regulations.

D. Military Retirees

Effective December 5, 1980, any employee who retires under the disability retirement provision of the Civil Service Retirement law and who is receiving military retired pay or retainer pay, or compensation from the Veterans Administration in lieu of retired or retainer pay will not be eligible for the guaranteed minimum disability annuity (i.e., 40% of his/her "high-3" average salary or service projected to age 60). The employee will be eligible to receive his/her earned annuity based on length of service and his/her average salary. If the retiree's earned annuity *plus* his/her military benefit or compensation from the Veterans Administration is less than what the employee's annuity would have been under the guaranteed minimum disability provision, the Civil Service annuity will be increased to bring the total (earned annuity plus military or compensation) benefit up to the guaranteed minimum disability level for his/her particular case.

The above limitations on benefits do not apply to military retired pay which is awarded on account of a service-connected disability incurred in combat with an enemy of the United States or caused by an instrumentality of war and incurred in line of duty during a period of war as defined by section 301 of title 38; or, awarded under Chapter 67 of title 10 (reserve retirement).

Since the above provision of the law is now in effect, installations are to indicate in *Section B* of OPM Form 1084, Information in Support of Civil Service Retirement Application, whether the employee is in receipt of military retired pay, or retainer pay or compensation from the Veterans Administration in lieu of retired or retainer pay. This report should be as shown in the following example:

Active Duty—U.S. Army from 12-04-48 to 12-07-68—Hon Discharge. In receipt of military retired pay (or V.A. compensation in lieu of military retired or retainer pay).

Verification of this statement will be made by OPM before final adjudication is made.

E. Retirement Counseling

1. *General*

Installations are to use the resources of the National Retirement Counseling System (NARECS) to the maximum extent possible (see POSTAL BULLETIN 21259, 8/21/80, pages 5-7). The Postal Data Centers are making every effort to provide requested individual annuity estimates as soon as possible.

2. *Federal Income Tax*

The final earnings (and terminal leave payment, if any) of employees who retire in pay period 1, 1981 (December 13-December 26, 1980) or later will be included in calendar year 1981 earnings when total taxable income will probably be lower (see below).

A civil service annuitant does not pay Federal income tax on annuity until he or she has received annuity payments equal to the amount contributed to the Civil Service Retirement Fund.

Based on Internal Revenue Service rules, an individual must meet all the following provisions to exclude up to $5,200 of disability annuity from Federal income tax under the sick pay/disability exclusion:

a. The taxpayer must retire on disability, and be permanently and totally disabled for any substantial gainful employment.

b. The taxpayer must be under 65 during any year in which the exclusion is claimed. The exclusion ends at the beginning of the year in which 65 is reached, or at the beginning of an earlier year in which the taxpayer makes an irrevocable election not to have the exclusion apply.

c. If the taxpayer's income from all sources exceeds $15,000, the amount of annuity which may be excluded from tax is reduced one dollar for each dollar of income over $15,000. If the taxpayer is married at the close of the taxable year, the disability exclusion is available only if the taxpayer and spouse file a joint return for the taxable year, except in the case of a husband and wife who lived apart at all times during the taxable year.

An employee who retires under the disability provisions of the Civil Service Retirement Law (total disability for the position held at retirement) must prove to the staisfaction of the Internal Revenue Service that he or she meets the definition of disability contained in the tax law (total and permanent disability for any substantial gainful employment).

Under the Tax Reform Act of 1976, there is no income tax advantage for disability retirement of an employee who will be 65 or over in the calendar year of retirement, since the sick pay/disability exclusion ends no late than the beginning of the year that 65 is reached. For employees under 65, clearcut advice cannot be offered regarding the income tax advantage of disability retirement versus optional retirement because the definition of disability in the tax law is different and more stringent than the definition of disability in the Civil Sevice retirement law. From a retirement standpoint, optional retirement can be processed more rapidly as the employee is not required to go to the time and expense of documenting the disability for retirement purposes.

Refer questions relative to any aspect of Federal income tax to the District Director of Internal Revenue.

The information in this Bulletin should be widely publicized so that employees eligible for or contemplating retirement are aware of these new retirement provisions.—*Employee Relations Dept., 12-18-80.*

CARRIER'S COUNT OF MAIL—REVISED FORMS

Revised Forms 1838, *Carrier's Count of Mail—Letter Carrier Routes (Mgmt. Summary)*, February 1980; and Form 1840, *Summary of Count and Inspection,* January 1980, are now available in supply centers.

Representative Time entries still apply to lines 16 and 17 on Forms 1838 and 1840. However, since *Representative Times* no longer apply to lines 14, 15, 19 and 21, the *Representative Time* sections of Forms 1838 and 1840 for these line items have been deleted. Line 18 has also been deleted from the *Representative Time* sections of these forms since line 18 is now used to record office break times where applicable, and is no longer used to record loading times.

Due to a printing error in the lower left portion of Form 1840, under line 16 and line 17 the word *Represent* should be changed to read *Representative Time.*

In addition to changes in forms and procedures to Handbook M-39, *Management of Delivery Service,* which are required by the *Memorandum of Understanding* between USPS and NALC, the following changes are also reflected on the new Form 1840:

1. Blocks for *EPM, Non-EPM,* and *Dismount* routes have been added to the form. NOTE: *Dismount* must be checked for a city delivery route on which 50 percent or more of the possible deliveries are made by dismount type delivery. If dismount deliveries are less than 50 percent of the total possible deliveries of a route, the route will be classified based on the majority of the type delivery; e.g., curbline, park and loop, etc.

2. *Badge No.* has been changed to *I. D. No.,* as explained in POSTAL BULLETIN 21238 (3-27-80).

3. The reference to *Trip 3* has been deleted.—*Delivery Services Dept., 12-18-80.*

Earned Income Credit

Regulations issued by the Internal Revenue Service require that Earned Income Credit Payments made by an employer be terminated at the end of each calendar year. Eligible employees who wish to have the payments made or to continue the payments in calendar year 1981 must submit a new Form W-5 for Pay Period 01-81 or later. The form is effective in the pay period following receipt at the servicing PDC. No retroactive adjustments will be made.

Eligibility requirements with related information and instructions are outlined on the detachable upper portion of the Form W-5. Personnel offices should be sure forms are available to employees.—*Finance Dept., 12-18-80.*

VACANT REGULAR RURAL ROUTES LISTING NO. 80-54

The vacant rural routes listed below will be posted for bid in accordance with the USPS-NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this POSTAL BULLETIN. Those rural carriers having special bidding rights as defined in the USPS-NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
CENTRAL REGION					
Illinois	Genoa	60135	01	55:11 (46K)	76.00
	Crete	60417	02	44:11 (41J)	18.90
	Peotone	60468	02	46:23 (42J)	52.40
	Washburn	61570	01	45:33 (46H)	106.45
	Godfrey	62035	03	53:01 (44K)	13.50
	Mascoutah	62258	02	42:36 (43H)	60.32
	Freeburg	62243	02	51:24 (43K)	72.75
	Plainville	62365	01	38:55 (39S)	91.00
	Alto Pass	62905	01	46:17 (46H)	103.05
Indiana	Elkhart	46515	06	41:19 (41H)	16.90
	Bluffton	46714	02	42:16 (42H)	66.10
	Fort Wayne	46802	06	55:21 (46K)	64.40
	Sunman	47041	01	44:33 (41J)	82.58
	Boonville	47601	06	36:46 (37S)	24.65
Kansas	Sedgwick	67135	01	36:11 (36S)	78.50
	Wichita	67276	02	38:47 (39S)	37.43
	Abilene	67410	05	36:20 (36S)	78.00
	Great Bend	67530	02	40:03 (40S)	84.70
	Stafford	67578	01	37:37 (38S)	116.43
Kentucky	Corbin	40701	01	44:23 (44H)	36.05
	East Bernstadt	40729	02	40:30 (41S)	74.75
	Crittenden	41030	02	50:06 (46J)	78.26
	Dry Ridge	41035	02	50:26 (42K)	62.05
	Union	41094	02	40:42 (41H)	44.05
	West Paducah	42086	02	39:10 (39S)	30.00
	Sumerset	42501	04	41:38 (42S)	80.25
Michigan	Ada	49301	01	40:45 (46J)	61.40
Minnesota	St. Paul	55124	13	36:22 (36H)	34.25
	do	55124	16	37:30 (38H)	34.20
	Gibbon	55335	01	39:30 (40S)	80.04
	Grand Rapids	55744	06	44:45 (45H)	35.00
	do	55744	07	44:26 (45H)	38.60
	Bemidji	56601	04	49:30 (45J)	100.80
Missouri	De Soto	63020	01	52:52 (44K)	64.51
	Montgomery City	63361	02	39:31 (40S)	101.30
	Jackson	63755	04	49:07 (41K)	78.15
	Poplar Bluff	63901	04	44:40 (45H)	70.05
	Puxico	63960	02	48:44 (45J)	80.19
	Salem	65560	03	55:17 (46K)	103.60
Nebraska	Omaha	68108	74	34:55 (35H)	29.25
	Cook	68329	01	34:36 (35S)	96.60
	Ravenna	68869	02	40:40 (41S)	119.00
	Oshkosh	69154	01	41:41 (42S)	93.05
Ohio	Delaware	43015	07	35:16 (35H)	35.05
	Powell	43065	03	39:30 (40H)	19.08
	Washington C.H	43160	03	48:22 (44J)	63.30
	Archbold	43502	01	42:28 (42H)	55.60
	Butler	44822	01	32:23 (32H)	55.70
	do	44822	02	33:32 (34H)	58.95
	Hamilton	45012	09	44:43 (45H)	49.47
	Hillsboro	45133	07	44:29 (44H)	85.03
	do	45133	08	41:42 (42H)	81.00
	Mount Orab	45154	03	36:12 (36H)	27.27
	Portsmouth	45662	06	44:49 (45H)	39.15
	McComb	45858	01	39:25 (39S)	40.31
Wisconsin	Mondovi	54755	02	44:08 (44H)	96.90
	Mason	54856	01	52:33 (53J)	132.90
	Port Wing	54865	01	28:42 (29S)	68.40
EASTERN REGION					
Maryland	Cumberland	21502	03	43:52 (44H)	24.95
	do	21502	04	45:58 (46H)	55.50
	Frederick	21701	05	53:04 (44K)	34.00
New Jersey	Elmer	08318	04	37:38 (38S)	34.20
New York	DeRuyter	13052	01	46:13 (46H)	84.30
	East Amherst	14051	05	37:30 (38H)	11.88
	Cassadaga	14718	01	38:21 (38S)	58.80
	Kennedy	14747	01	46:50 (43J)	69.80
Pennsylvania	Ebensburg	15931	04	37:27 (37S)	34.25
	Mars	16046	03	45:36 (42J)	23.55
	Hamburg	19526	02	53:25 (45K)	67.15
Virginia	Parksley	23421	01	51:10 (43K)	62.85
	Hillsville	24343	03	56:01 (47K)	79.95
	Spout Spring	24593	01	35:30 (36S)	51.90
NORTHEAST REGION					
Massachusetts	Andover	01810	01	46:21 (46H)	31.65
	do	01810	03	37:03 (37S)	24.06
	South Easton	02375	04	38:30 (39H)	22.10
Rhode Island	Providence	02904	02	56:42 (47K)	24.90
New Jersey	Hamburg	07419	01	42:55 (43H)	26.00
	Sussex	07461	05	47:44 (40K)	24.60
	Newton	07860	01	46:15 (42J)	29.40
	do	07860	07	42:06 (42H)	36.40
	Stanhope	07874	04	43:30 (44H)	8.40
New York	Altamont	12009	03	32:41 (33S)	18.90
SOUTHERN REGION					
Alabama	Grant	35747	03	35:28 (35S)	40.30
Arkansas	Bentonville	72712	01	48:28 (44J)	90.40
	Booneville	72927	04	52:40 (44K)	93.20
	Greenwood	72936	03	41:31 (42H)	31.85
	Alma	72921	03	54:11 (45K)	58.20
Florida	Cocoa	32922	05	40:20 (40S)	51.12
	Vero Beach	32960	07	46:58 (43J)	43.20
	St. Augustine	32084	04	44:32 (45H)	56.60
	Jacksonville	32203	22	43:10 (43H)	22.96
	Tallahassee	32301	14	30:00 (30H)	29.50
	Panama City	32401	07	44:56 (45H)	38.74
	Cottondale	32431	03	36:28 (36S)	60.80
	Marianna	32446	06	40:31 (41S)	83.15
	Cantonment	32533	08	41:17 (41H)	32.65
	Milton	32570	13	37:32 (38S)	30.80
	do	32570	14	36:22 (36S)	31.55
	Inverness	32652	01	46:16 (42J)	41.75
	Kissimmee	32741	04	44:44 (45H)	32.10
	Longwood	32750	04	42:26 (42H)	27.00
	Dade City	33525	06	37:53 (38S)	37. [illegible]
	do	33525	07	40:34 (41H)	34. [illegible]
	New Port Richey	33552	07	46:31 (43J)	50.40
	do	33552	16	42:21 (42H)	16.20
	do	33552	18	49:08 (41K)	30.10
	do	33552	19	43:28 (43H)	17.40
	Palm Harbor	33563	01	42:32 (43H)	30.00
	do	33563	10	43:47 (44H)	24.85
	Plant City	33566	11	44:15 (41J)	47.00
	do	33566	12	44:26 (41J)	26.55
	do	33566	14	42:10 (42H)	26.30
	Venice	33595	07	48:33 (40K)	15.80
	do	33595	09	43:20 (44H)	28.67
	do	33595	10	52:52 (44K)	50.72
	Auburndale	33823	08	36:07 (36S)	30.40
Georgia	Woodstock	30188	08	39:32 (40H)	39.40
	LaGrange	30240	05	35:34 (36S)	44.50
	Rex	30273	03	43:34 (43H)	19.30
	Louisville	30434	01	47:23 (43J)	91.00
	Brunswick	31520	06	45:12 (41J)	40.45
	do	31520	07	35:36 (35S)	30.35
	Dixie	31629	01	33:26 (34S)	86.25
	Tifton	31794	07	44:20 (44H)	44.95
	Molena	30258	01	42:00 (42S)	94.80
	Lizella	31052	01	44:30 (41J)	63.00
	Sparks	31647	01	41:05 (41S)	97.50
	Damascus	31741	01	38:18 (38S)	90.50
Louisiana	Thibodaux	70301	04	43:10 (43H)	15.98
	do	70301	05	38:02 (38S)	31.08
	Donaldsonville	70346	02	35:19 (35S)	36.10
	Labadieville	70372	02	37:46 (38S)	24.90
	Lockport	70374	01	45:06 (45H)	30.45
	do	70374	02	44:15 (44H)	40.85
	Madisonville	70447	01	38:55 (39S)	48.30
	Slidell	70458	07	52:[illegible] (44K)	36.00
	do	70458	11	52:09 (43K)	35.62
	Rayne	70578	03	41:18 (41H)	46.40
	Gonzales	70737	06	35:57 (36S)	28.95
	Greenwell Springs	70739	04	35:49 (36S)	30.50
	Holden	70744	02	38:08 (38S)	68.95
	Gilbert	71336	01	44:28 (45H)	108.40

VACANT REGULAR RURAL ROUTES TO BE POSTED—Continued

State	Name of Post Office	ZIP Code	Route No.	* Route classification and evaluation	Route length
Mississippi	Armory	38821	03	50:27 (42K)	83.90
	Booneville	38829	05	48:35 (45J)	84.75
	Pontotoc	38863	06	42:23 (42H)	68.65
	Perkinston	39573	02	43:43 (44H)	107.35
	do	39573	03	39:20 (40S)	84.95
	do	39573	04	42:31 (43H)	102.30
	Como	38619	02	39:24 (39S)	105.40
	Gore Springs	38929	01	38:25 (38S)	78.85
North Carolina	Lexington	27292	18	38:10 (38S)	37.90
	Charlotte	28226	16	54:56 (46K)	37.00
	Fayetteville	28302	14	40:20 (40H)	28.95
	do	28302	02	46:00 (42J)	61.00
	Taylorsville	28681	03	47:12 (43J)	56.65
	Lenoir	28645	06	52:17 (44K)	44.90
Oklahoma	Carnegie	73015	02	38:08 (38S)	109.50
	Apache	73006	01	44:31 (45H)	111.60
	Elmore City	73085	02	46:43 (43J)	117.45
	Oklahoma City	73125	08	48:54 (45J)	40.30
	Tulsa	74101	06	38:51 (39S)	34.90
	Atoka	74525	04	42:43 (43H)	97.81
	Ponca City	74601	07	42:37 (43H)	33.05
	Chandler	74834	02	46:52 (43J)	101.10
	Butler	73625	01	39:52 (40S)	125.90
	Laverne	73848	01	42:13 (42S)	134.15
	Mutual	73853	01	30:47 (36S)	128.60
	Boswell	74727	01	36:00 (36S)	88.05
South Carolina	Hemingway	29554	03	48:06 (44J)	74.00
	Williamston	29697	01	47:15 (43J)	76.55
	Chesnee	29323	01	50:00 (46J)	69.70
Tennessee	Maryville	37801	15	42:22 (42H)	42.55
	do	37801	14	45:26 (42J)	38.65
	do	37801	13	40:02 (40H)	38.85
	Sunbright	37872	01	54:37 (46K)	112.40
	Drummonds	38023	01	35:50 (36S)	48.10
	Humboldt	38343	04	44:55 (41J)	73.30
	Gallatin	37066	04	46:23 (43J)	67.65
	Ripley	38063	06	36:05 (36S)	44.90
	Crossville	38555	13	39:24 (39S)	53.40
	do	38555	14	38:29 (38S)	35.20
Texas	Malakoff	75148	02	40:38 (41H)	43.30
	Arlington	76010	02	55:44 (46K)	24.90
	Cleburne	76031	02	54:29 (45K)	94.30
	Alvord	76225	01	41:29 (41S)	105.95
	Gainesville	76240	03	54:47 (46K)	77.05
	Tolar	76476	01	40:39 (41S)	95.10
	Edinburg	78539	02	52:40 (44K)	72.00
	Hale Center	79041	02	41:28 (42S)	116.40
	Odessa	79760	02	52:13 (44K)	35.00
	Gilmer	75644	03	51:38 (43K)	92.25
	Conroe	77301	14	26:54 (27S)	30.30
	do	77301	25	28:22 (28H)	11.75
	Huffman	77336	05	30:00 (30H)	28.10
	Humble	77338	16	36:17 (36S)	27.20
	do	77338	26	36:31 (37H)	19.40
	Livingston	77351	06	36:47 (37S)	65.75
	do	77351	07	35:54 (36S)	47.30
	Splendora	77372	03	35:13 (35S)	25.50
	Kenedy	78119	02	43:27 (44H)	111.05
	San Antonio	78284	21	36:47 (37S)	17.15
	Austin	78710	10	50:23 (46J)	82.00
	Odessa	79760	07	37:38 (38S)	33.40
WESTERN REGION					
California	Manteca	95336	01	44:00 (44H)	32.00
Colorado	Agate	80101	01	14:01 (14S)	48.35
	Greeley	80631	01	42:51 (42H)	70.55
Idaho	Boise	83700	10	40:21 (40H)	36.00
New Mexico	Belen	87002	01	55:07 (46K)	51.30
Utah	Morgan	84050	02	39:30 (40H)	65.40
Washington	Port Orchard	98366	13	35:20 (35H)	35.20
	do	98366	14	35:17 (35H)	19.90
	Colville	99114	04	41:45 (42H)	38.90

*The "Route Classification and Evaluation" published in this POSTAL BULLETIN may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

—Labor Relations Dept., 12-18-80.

TRAVEL ADVANCE POLICY

Following is an amendment to POSTAL BULLETIN 21264 (9-25-80) regarding approval authorities for travel advance. The Bold type indicates the change:

B. *Approval Authority of Travel Advances in Excess of $500*

1. *Travel Advances—Training.* Regional Postmasters General may redelegate to **District Managers, independent postmasters reporting directly to the Regional Postmaster General,** and Management Sectional Center Managers, authority to approve up to $1,000 for personnel attending training programs. . . .

In the last paragraph of B.1:

After approval by the **District Manager, independent postmaster,** or Management Sectional Center Manager, Form 1011, . . ."

3. *Travel Advances—Travel Other than Noted in B.1 and B.2 above.* An outstanding. . . .:

a. Headquarters. . . .

b. Region. . . .

c. Field. Directors, Postal Data Center *and Automatic Data Processing Center.*

This authority *may be redelegated.—Finance Dept., 12-18-80.*

"Safety is in the eyes of those who see it...

...accidents are made by those who don't look."

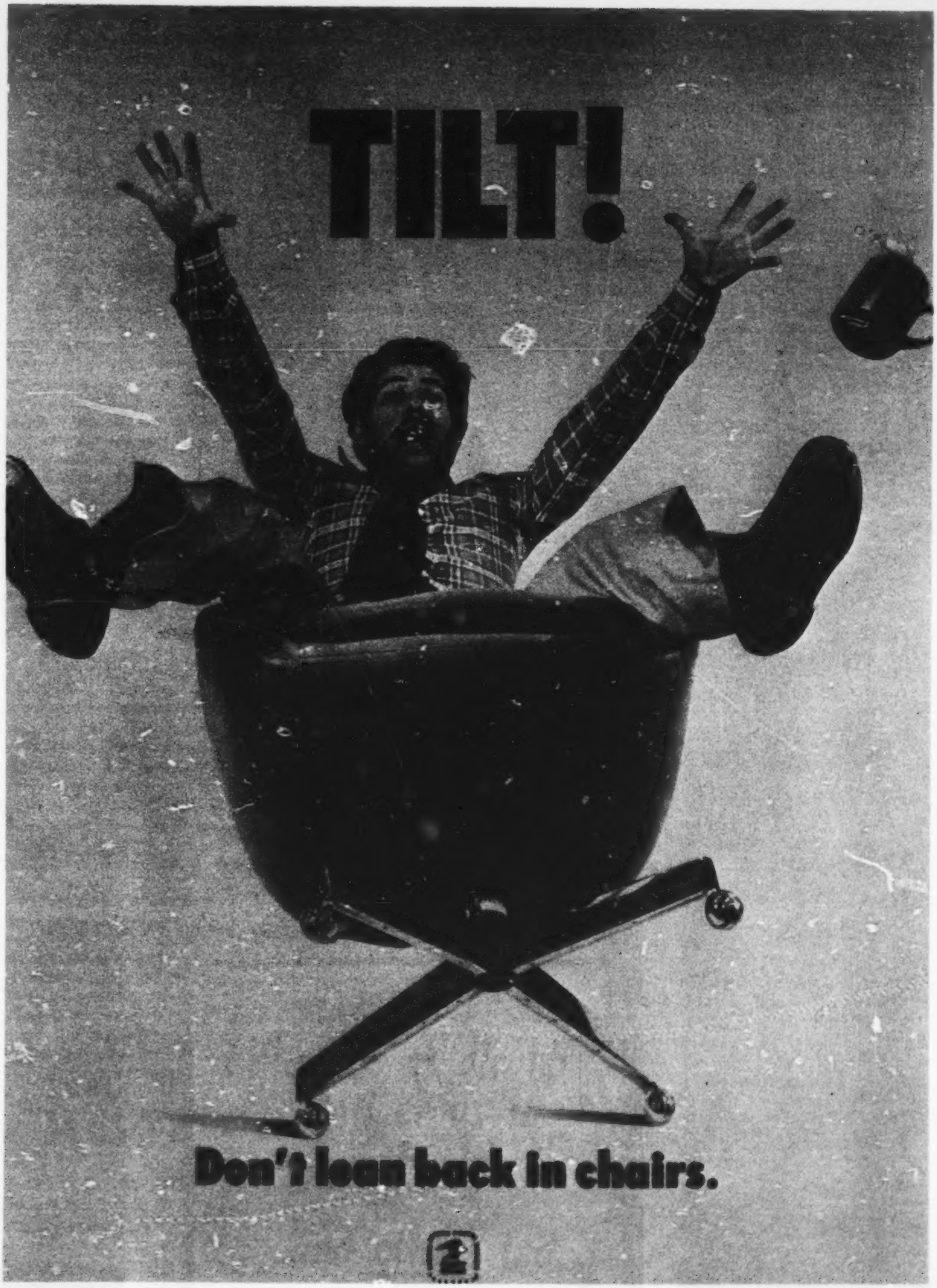
Post this notice in public view

INTERNATIONAL POSTAGE RATES & FEES INCREASE EFFECTIVE JANUARY 1, 1981

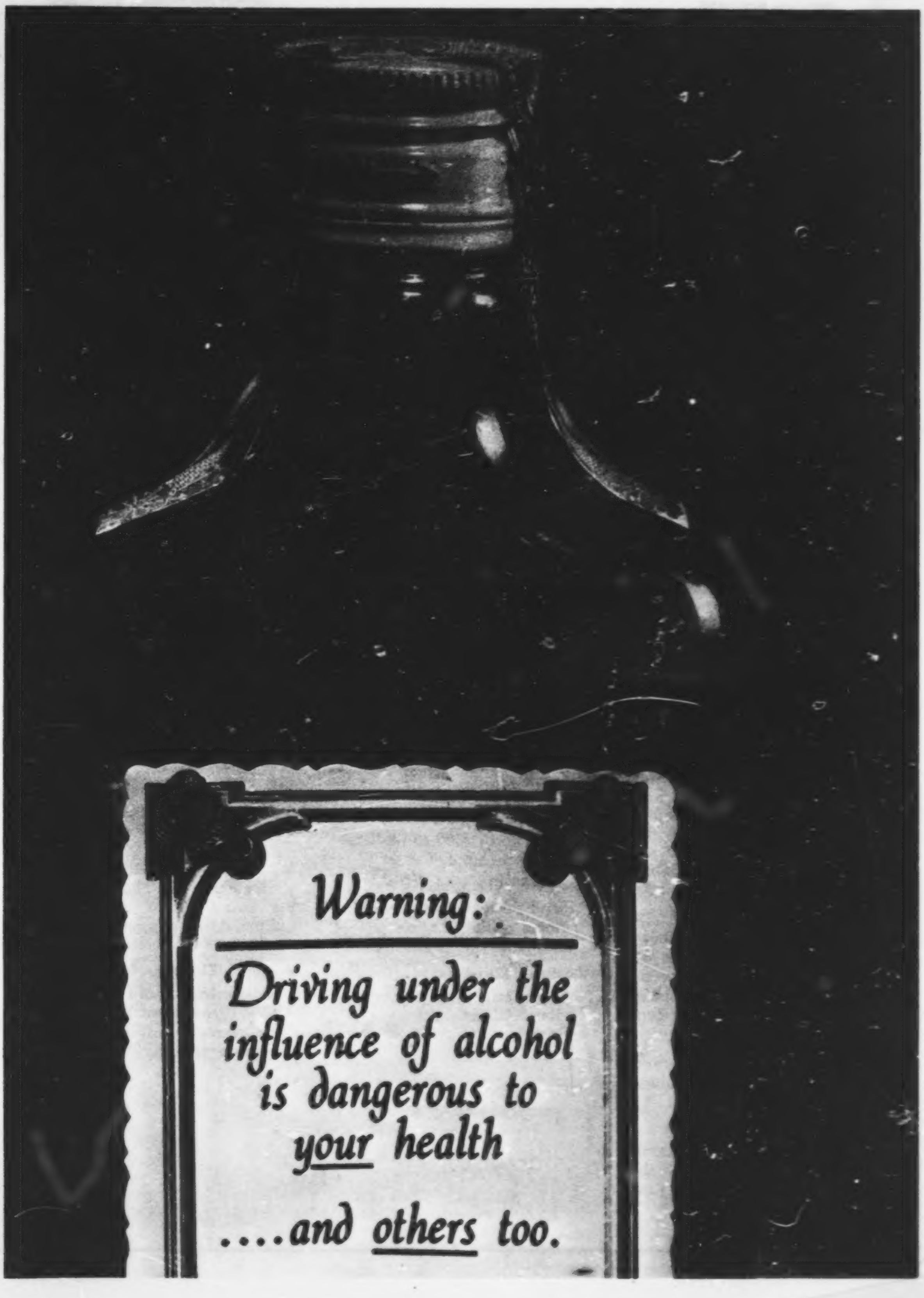
blank page

THIS OFFICE
WILL BE CLOSED
DECEMBER 25
AND
JANUARY 1

blank page


TILT!
Don't lean back in chairs.

blank page


Warning:
Driving under the influence of alcohol is dangerous to your health
....and others too.

UNITED STATES POSTAL SERVICE
WASHINGTON, D.C. 20260
OFFICIAL BUSINESS

PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE, $300

U.S.MAIL

FIRST CLASS

Schedule

The POSTAL BULLETIN is published every Thursday by the Directives and Forms Division of the U.S. Postal Service, Washington, DC 20260.

Distribution

The Postal Service distributes the POSTAL BULLETIN to all postal facilities. The Government Printing Office distributes copies to all public subscribers.

Effective Period

POSTAL BULLETIN articles are effective for six months unless otherwise specified.

Index

A quarterly index of BULLETIN articles appears early in the months of January, April, July, and October.

USPS Requisitions

One-time copies:

Send Form 7380 to the Eastern Area Supply Center.

Quantity Changes:

Send Form 1286 to your Regional Administration Branch, giving justification.

Address Changes:

Send Form 1286 to your Regional Administration Branch.

Public Sale

Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402
Single copy: $1.25; $1.60 foreign
Annual Subscription: $50.00; $62.50 for foreign mailing

Address Changes for Public:

Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402

21277

NEWARK PUBL'C LIBRARY

DEPOSITORY 376

UNITED STATES POSTAL SERVICE
U.S. MAIL

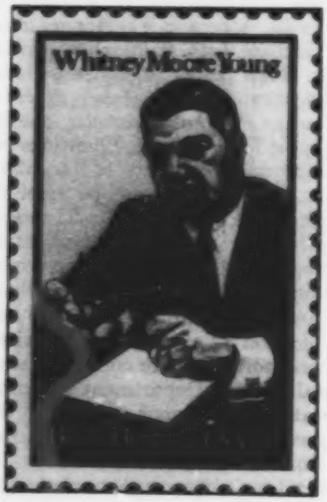
postal bulletin

PB 21277—December 25, 1980—16 Pages

15-Cent Whitney Moore Young, Jr. Commemorative Stamp

Description. The 15-cent Whitney Moore Young, Jr. commemorative stamp will be first placed on sale at New York, NY 10001 on January 30, 1981. This stamp is the fourth issue in the Black Heritage USA Series, which recognizes contributions of Black Americans to the growth and development of the United States.

Do Not Sell Before January 31, 1981



Copyright U.S. Postal Service 1980

Size: 0.84 x 1.44 inches.
Issued in panes of 50.
Colors: Light green, ochre, gray, red, blue, and black.
Marginal markings: Six plate numbers, ©, United States Postal Service, 1980. Use Correct ZIP Code, and Mr. ZIP ®.
Designer: Jerry Pinkney.

Collectors. First-day cover cancellations may be obtained by one of the following methods:

a. Customers Affixing Stamps. Customers are encouraged to purchase stamps and affix them to their envelopes. All envelopes must be addressed. Peelable address labels are recommended and a filler card of postal card thickness should be inserted in each cover. Orders must be postmarked by February 14, 1981, and should be addressed to: Customer Affixed Envelopes, Postmaster, New York, NY 10001. No remittance is required.

b. Postal Service Affixing Stamps. Request first-day cancellations from: Whitney Moore Young, Jr. Stamp, Postmaster, New York, NY 10001 (see POM 244.53). Requests must be postmarked no later than February 14, 1981. Remittance is required for the face value of each stamp.

Selected United States mint stamps will be available at the Philatelic Sales Division, Washington, DC 20265 beginning January 31, 1981.

Supply. All post offices under the automatic distribution system will receive an initial supply of this stamp. Before requisitioning additional stamps (**Item 493**), consider that the stock should be depleted prior to March 30, 1981, at all post office outlets—except designated philatelic windows and postal stores.

Post offices with 950 or more revenue units requiring additional bulk quantities: immediately requisition on Form 3356, *Stamp Requisition—Bulk Quantities,* from the Bureau of Engraving and Printing.

All post offices requiring additional stamps in less than bulk quantities: requisition on separate Form 17, *Stamp Requisition,* from stamp distribution office.

Panels. A limited number of 8½ by 11¼-inch commemorative series stamp panels will be available at a later date only through mail order from the Philatelic Sales Division, Washington, DC 20265. The panels are printed on heavy art paper suitable for mounting.—*Customer Services Dept., 12–25–80.*

I want to take this opportunity to wish all postal employees and their loved ones the joys of the holiday season.

Thank you for your efforts which made 1980 a very successful year for the Postal Service.

Merry Christmas and Happy New Year!

WBolger

WILLIAM F. BOLGER,
Postmaster General.

International Rates and Fees

All postal employees are reminded that international postal rates and fees will increase on January 1, 1981. For your information, a reprint of the POSTAL BULLETIN 21272 (12/4/80) article on the new international postal rates and fees which are effective January 1, 1981, appears on pages 9 through 15 of this BULLETIN.—*Rates & Classification Dept., 12–25–80.*

ELM Revision

Injury Compensation Program

The following change to Subchapter 540 of the EMPLOYEE AND LABOR RELATIONS MANUAL is being made for clarification, and will be included in Issue 5:

546.212 Reemployment

A former employee will be offered reemployment in a residual vacancy (a vacancy which has been posted for bid or application and there are no successful bidders or applicants), or may work as an unassigned regular or as a part-time flexible. The former employee must be able to satisfy any written examination and/or proficiency requirement.—*Employee Relations Dept., 12–25–80.*

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P1,31

Post-Retirement Basic Life Insurance Coverage

Under the Federal Employees' Group Life Insurance Act of 1980, employees retiring on or after December 9, 1980, may elect a lesser reduction of post-retirement insurance protection. Eligible employees retiring on or after that date will have the right to make one of three elections. They are as follows:

1. continue their present FEGLI coverage for basic insurance (regular insurance) into retirement at no cost, with the coverage to be reduced when the annuitant reaches age 65, at the rate of 2% per month until it reaches 25% of the basic insurance amount at retirement,

2. take a 50% reduction or,

3. take no reduction, provided they pay the full cost of this additional protection. Rates per $1,000 of coverage are shown on page 4 of this BULLETIN.

OPM Form 1452 must be completed by the employee at the time of retirement or, in the case of an individual receiving injury compensation from the Office of Workers' Compensation (OWCP), at the time basic insurance would otherwise terminate. Form 1452 should be attached to the Standard Form 56, *Agency Certification of Insurance Status*, and sent to the PDC. For the present, OPM will contact any retirees who do not complete Form 1452 when OPM processes their retirement applications. However, OPM will establish a date sometime in the future after which a failure on the part of the employing office to obtain a written election will result in a delay in OPM's or OWCP's finalizing the employee's application for benefits. Failure on the employee's part to execute the election form on a timely basis will bar the individual from electing increased post-age 65 coverage.

Until such time as OPM provides our area supply centers with the applicable forms, OPM Form 1452 shown on pages 3 and 4 of this BULLETIN must be reproduced and used.

Employing offices should obtain written elections from employees who have applied for disability retirement or benefits from OWCP and are no longer in a duty status. The written election should be attached to the Standard Form 56 and sent to the PDC for transmittal to OPM along with the final Standard Form 2806, *Individual Retirement Record*, provided the date of separation is December 9, 1980, or later. Employees whose last day of pay was before December 9, 1980, may be entitled to annuity or compensation benefits beginning the day after pay ceased. However, entitlement to the post-65 basic insurance coverage election is based upon the date basic insurance coverage would otherwise have terminated, i.e., the date of separation for retirement or, in the case of a compensationer, separation from the Postal Service rolls or completion of 12 months of leave without pay.

Further information and instructions for implementing the provisions of the Federal Employees' Group Life Insurance Act of 1980 will be published when available from OPM.—*Employee Relations Dept., 12–25–80.*

Treasury Department Checks

The Treasury Department has advised that January Supplemental Security Income and VA Compensation and Pension checks are to be delivered on Wednesday, December 31. These check envelopes will be endorsed as follows:

Postmaster: Requested Delivery Date is the 31st Day of the Month

January Social Security checks are to be delivered on Friday, January 2. The envelopes for these payments will bear the following endorsement:

Postmaster: Requested Delivery Day is the 2nd Day of the Month

January Civil Service Annuity, Public Debt Interest and Railroad Retirement checks are to be delivered on Friday, January 2. The envelopes will bear the legend:

Postmaster: Requested Delivery Date is the 1st Day of the Month or the First Delivery Date Thereafter

Postmasters and supervisors are asked to plan to complete delivery of these checks on the dates specified above.—*Mail Processing Dept., 12–25–80.*

Hazardous Materials

Explosives, flammable and combustible liquids, flammable solids, oxidizers, corrosive liquids and solids, flammable and nonflammable compressed gases, poisons, disease germs, radioactive materials, irritants and dry ice are frequently offered for mailing at postal facilities. Some hazardous materials, such as explosives, Class A poisons and tear gas, may not be mailed under any circumstances. Others may be acceptable in limited quantities provided they are properly prepared for mailing.

Recent incidents involving improperly marked and packaged parcels containing hazardous materials emphasize a need for increased attention to the requirements under which hazardous materials may be accepted in the mails. Acceptance personnel must be familiar with mailability regulations. Each postal facility must have Publication 52, *Acceptance of Hazardous or Perishable Articles*, readily available for reference. Questions regarding the acceptance of hazardous materials which cannot be resolved by reference to Publication 52 should be referred to the Mail Classification Center serving the post office where the material is presented for mailing.

DOMESTIC MAIL MANUAL 124 and Publication 52 are now being revised to incorporate, where consistent with postal statutes, Department of Transportation regulations regarding the shipment of hazardous materials. Additional instructions are being developed to assist acceptance clerks and other employees.

Improper acceptance and handling of hazardous materials, especially when air transportation is involved, poses a serious and unnecessary threat to the safety of postal employees, other mail matter, post office equipment, postal facilities, employees of the air carriers, and their customers. When in doubt concerning mailability, packaging, or labeling, play it safe, always ask your Mail Classification Center.—*Rates & Classification Dept., 12–25–80.*

Wanted Circular Canceled

Destroy the wanted circular issued October 22, 1980 for postal offender **Marnie Lynn Parsen**—*Inspection Service, 12–25–80.*

Federal Employees' Group Life Insurance Program

ELECTION OF POST-RETIREMENT BASIC LIFE INSURANCE COVERAGE

A GENERAL INSTRUCTIONS:

- **Read the accompanying information carefully**
- **Type or print in ink**
- **Return completed form to your employing office**

B Fill in identifying information requested below

Name (Last) (First) (Middle)	Date of Birth (Month, day, year)	Social Security Number
Employing Department or Agency	Agency Location (City, State, Zip Code)	

C By completing this form, you are choosing the amount of basic life insurance coverage you will have after you reach age 65. If you are already age 65 or older, and you choose the 75% Reduction or the 50% Reduction, that reduction will begin at retirement.

SIGN AND DATE ONE OF THE BOXES BELOW. *(DO NOT SIGN MORE THAN ONE.)* THEN CROSS OUT THE OTHER TWO BOXES. Failure to cross out the two boxes will not invalidate the form.

1 I WANT THE 75% REDUCTION	**2 I WANT THE 50% REDUCTION**	**3 I WANT NO REDUCTION**
I WANT THE 75% REDUCTION. I understand that after I reach age 65 (or upon retirement, if I'm older than 65) the amount of my basic insurance coverage will reduce at the rate of 2% per month until it reaches 25% of my basic insurance amount at retirement.	I WANT THE 50% REDUCTION. I understand that after I reach age 65 (or upon retirement, if I'm older than 65) the amount of my basic insurance coverage will reduce at the rate of 1% per month until it reaches 50% of my basic insurance amount at retirement. I understand that the only change I may make at a later date is to the 75% reduction. I authorize deductions to be made from my annuity or compensation to pay the full cost of this additional protection.	I WANT NO REDUCTION. I understand that there will be no reduction in the amount of my basic insurance coverage after I reach age 65 (or upon retirement, if I'm older than 65). I further understand that I cannot later change to the 50% reduction, but can change to the 75% reduction. I authorize deductions to be made from my annuity or compensation to pay the full cost of this additional protection.
Signature (Do not print)	Signature (Do not print)	Signature (Do not print)
Date	Date	Date

PRIVACY ACT STATEMENT

Public law 96-427, Federal Employees' Group Life Insurance Act of 1980, authorizes the solicitation of this information. The data you furnish will be used to determine the amount of life insurance coverage you have after retirement.

This information may be shared with national, state, local, or other charitable or social security administrative agencies to determine and issue benefits under their programs, or when they are investigating a violation or potential violation of civil or criminal law.

Executive Order 9397 (November 22, 1943) authorizes the use of the Social Security Number to distinguish between you and people with similar names. Furnishing your Social Security Number, as well as other data, is voluntary, but failure to do so may result in the inability of your retirement system to provide you the level of insurance protection you want.

OPM Form 1452
December 1980

United States Office of Personnel Management
(For local reproduction)

Instructions for Completing "Election of Post-Retirement Basic Life Insurance Coverage" (OPM Form 1452)

A recent amendment of the life insurance law permits you to elect a different reduction in the amount of basic (formerly known as "regular") life insurance coverage you will carry after reaching age 65.

Previously, after attaining age 65, the annuitant's or compensationer's amount of basic life insurance began to reduce at the rate of 2% per month until only 25% of the amount of insurance held at retirement was in force. Now you may elect to retain 25% of the insurance coverage you had at retirement (election 1 below) or choose one of the following alternatives: a reduction of 1% per month until your insurance coverage reaches 50% of the coverage you had at retirement (election 2 below), or no reduction in coverage after age 65 (you retain 100% of the life insurance coverage you had at retirement (election 3 below).

Cost of post-retirement life insurance coverage.—With the 25% coverage, there will be no cost to you after retirement. However, if you elect the 50% coverage or total coverage, the full cost of the additional protection will be deducted from your annuity or compensation. This deduction begins at retirement and continues for life or until the election is cancelled, or coverage otherwise discontinues. The cost to you is shown below:

ELECTION	COST	
	MONTHLY	BIWEEKLY
1. **75% REDUCTION**—2% per month after reaching age 65, to a minimum of 25% of the amount at retirement	Nothing	Nothing
2. **50% REDUCTION**—1% per month after reaching age 65, to a minimum of 50% of amount at retirement	$.65 per $1,000 coverage	$.30 per $1,000 coverage
3. **NO REDUCTION**—100% of the amount of life insurance coverage at retirement is retained after reaching age 65	$1.75 per $1,000 coverage	$.81 per $1,000 coverage

Cancellation of election of lesser reduction.—If you elect either the 50% reduction or no reduction, you may cancel that election at any time. If you cancel, the amount of your life insurance will be computed as if you had originally elected the 75% reduction. Deductions will stop, but you will not be entitled to a refund of the premiums already paid.

Effect of electing a lesser reduction on Standard $10,000 Optional Insurance. —This election has no effect on the Standard $10,000 Optional Insurance coverage which you may have. Only the basic insurance is affected by this election.

How to complete OPM Form 1452, "Election of Post-Retirement Basic Life Insurance Coverage".—After reading the instructions in section A and filling in section B, carefully follow the instructions in section C:

- If you want the 75% REDUCTION, sign and date in BOX 1
- If you want the 50% REDUCTION, sign and date in BOX 2
- If you want NO REDUCTION, sign and date in BOX 3

Cross out the two boxes you did not sign, then give the completed form to your employing office to forward to your retirement system with your other retirement papers.

If you do not make an election before your retirement claim is finalized (or your request to continue insurance during receipt of compensation is finalized), the 75% reduction will be applied to your basic life insurance. You will have no later opportunity to choose a lesser reduction.

Increase in the amount of basic life insurance.—On October 1, 1981, the amount of basic life insurance (but not the cost) will increase for retirees and compensationers under age 45. The amount of coverage will be determined by multiplying the basic insurance amount by a factor based on the age of the annuitant or compensationer, as follows:

Age	Factor
35 or under	2.0
36	1.9
37	1.8
38	1.7
39	1.6
40	1.5
41	1.4
42	1.3
43	1.2
44	1.1
45 or over	1.0

Lobby Display Schedule for January

Displays in All Post Office Lobbies—All Classified Units

Posters, notices and signs mandatory for display in post office lobbies are listed in the POM 221.522. Other mandatory posters are listed below.

Title	*Issued*
Poster 74, *Packaging Pointers*	September 1978.
Your Federal Lawmakers	August 1979.

Rotating Displays—All Classified Units (CAG A–G Offices)

The January schedule of lobby poster displays for post offices with 950 or more revenue units is listed by priority below:

A=first priority, following mandatory displays; B=second priority, etc.

Priority	*Title*	*Poster No.*	*Post*	*Remove*
A	1980 Mint Set	441	Continuous display.	
B	The Dollar of the Future		do	
A	Stamps & Stories 7th Edition	440	do	
A	Good News Travels Better in a Letter with the Right ZIP.	69	November 10	March 1.
A	Express Mail Next Day Service—We deliver.	63	January 1	February 28.
A	Sen. Everett Dirksen	444	January 5	January 19
A	Whitney Young	445	January 26	February 9.
A	Selective Service	15	December 15	January 11.
A	Selective Service	20	January 5	January 11.
A	International Rate change from Postal Bulletin 21276 (12–18–80).			

NOTE.—All post offices are reminded that Poster 31–B is a mandatory posted item. A new edition (April 1979) is available at Supply Centers.

Mandatory All Offices, All Units

A	Gold Medallion (counter card)	July 15	When notified

Specialized Program Displays

Using the same priority system, main post offices and classified stations and branches designated to offer specific service or participate in specialized programs will display the following items until notice is given to replace or remove them:

A	Clear Plastic Screenline Displays: '79 Mint Set: Collecting Kits; Coral Reef: Folder; Women's Mint Set; Stamps & Stories 7th Edition; Good News Travels Better in a Letter With the Right ZIP.

—Delivery Services Dept., 12–25–80.

Domestic Orders

False Representation. Enforced by postmasters at cities listed.

State/City	*Name Covered*
NJ, Camden 08101	Helon Company, Inc. P.O. Box 172
NJ, Camden 08101	Hi Fi Fasteners, Inc. P.O. Box 56
NJ, Camden 08101	Howard Chemicals, Inc. 7249 Browning Road
NJ, Marlton 08053	Howard Chemicals, Inc. P.O. Box 349
NJ, Camden 08101	Havo Company, Inc. 7249 Browning Road
NJ, Cherry Hill 08034	Havo Company, Inc. P.O. Box 2728

—Judicial Officer, 12–25–80.

Release of Information—Annual Report

The Postal Service is required by 39 C.F.R. 265.9 to submit to the U.S. Congress a report concerning the administration of the *Freedom of Information Act* (FOIA) for each calendar year.

Who Must Submit a Report?

A Records Custodian must submit a report if he has declined to release information requested under the Freedom of Information Act.

A Records Custodian is a postmaster, or head of an activity or of a group or department of Headquarters, who is responsible for maintaining official USPS records.

Submission of Reports

Reports are to be submitted to the Records Officer, USPS Headquarters, 475 L'Enfant Plaza, SW, Washington, DC 20260, *on or before January 23, 1981.* The report will be clearly marked **FOIA Annual Report.**

Contents of the Report

1. *Reason for Denial*—Reference a specific section(s) of the regulation in the Administrative Support Manual 352. Only sections 352.42 through 352.47 are to be referenced.
2. Give name and title or position of USPS records custodian responsible for denial.
3. Give number of determinations not to comply with FOI requests made during Calendar Year 1980.

Please submit the required information in the following format:

Sample Report Format

Reason for denial (1)	Name and title of custodian (2)	Denials (3)[1]
352.42b	Mr. John Doe Postmaster Little Ark., MO	3
352.42c(6)	Mr. John Doe Postmaster Little Ark., MO	7
352.451	Mr. John Doe Postmaster Little Ark., MO	1

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[1] Number of denials based on this reference.

—Records Officer, 12–25–80.

VACANT REGULAR RURAL ROUTES LISTING NO. 80-55

The vacant rural routes listed below will be posted for bid in accordance with the USPS-NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this POSTAL BULLETIN. Those rural carriers having special bidding rights as defined in the USPS-NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
CENTRAL REGION					
Illinois	Dana	61321	01	36:40 (37S)	100.00
	Streator	61364	07	40:02 (40H)	19.00
	Carlinville	62626	04	48:32 (44J)	98.90
	Lincoln	62656	02	45:31 (46H)	82.50
	McLeansboro	62859	02	35:08 (36S)	66.20
	Saint Peter	62880	01	31:14 (31S)	66.45
Indiana	Kendallville	46755	03	44:19 (44H)	32.40
	Liberty	47353	01	44:21 (44H)	81.25
	Union City	47390	06	38:36 (36S)	56.80
	Bloomington	47401	12	46:12 (42J)	34.15
	Bloomfield	47424	04	46:02 (41J)	62.15
	Terre Haute	47802	28	37:31 (38S)	17.35
	do	47805	58	35:26 (35S)	21.90
Iowa	Marshalltown	50158	08	41:40 (42J)	88.05
	Stuart	50250	01	41:11 (41S)	98.64
	Van Meter	50261	01	45:30 (42J)	91.40
	Floyd	50434	01	41:01 (41H)	98.84
	Blockton	50836	01	40:30 (41S)	116.81
Kansas	Osawatomie	66064	02	47:07 (47H)	114.00
Kentucky	LaGrange	40031	04	39:04 (39S)	44.25
	Prospect	40059	06	39:57 (40H)	28.85
	Louisville	40222	35	41:15 (41H)	21.00
	do	40223	34	43:39 (44H)	12.50
	do	40299	38	45:43 (46H)	16.52
	Catlettsburg	41129	03	34:53 (35H)	34.20
	Ashland	41101	07	35:12 (35H)	38.90
	Louisa	41230	02	36:53 (37S)	70.50
	do	41230	04	42:41 (43H)	98.60
	Bowling Green	42101	04	52:41 (44K)	50.25
	Scottsville	42164	02	42:36 (43H)	68.20
Michigan	Eaton Rapids	48827	04	40:56 (42J)	60.65
	Harrietta	49638	01	44:08 (44H)	105.85
	Cassell	49016	02	35:55 (36S)	80.20
Minnesota	Hinckley	55037	01	34:11 (34S)	78.05
	North Branch	55056	01	57:17 (48K)	90.75
	Dawson	56232	01	39:31 (40S)	109.45
	Lake Lillian	56253	01	46:29 (46J)	108.00
	Marshall	56258	02	52:31 (44K)	76.50
	St. Cloud	56301	09	47:32 (44J)	88.10
Missouri	Atlanta	63530	01	36:25 (37S)	95.10
	Mercer	64661	01	44:44 (47H)	125.40
	Seymour	65746	04	41:06 (41S)	98.65
	Springfield	65801	16	44:53 (45H)	34.25
North Dakota	Hannaford	58448	01	42:57 (43S)	120.75
	Burlington	58722	01	47:39 (46K)	122.00
Ohio	Salem	44460	01	40:45 (45J)	31.57
	Alliance	44601	02	45:11 (45H)	42.65
	Hartville	44632	04	50:32 (42K)	44.00
	Arcanum	45304	02	42:04 (42H)	51.75
	Brookville	45309	02	47:30 (44J)	48.15
	McDermott	45652	02	31:01 (31S)	32.90
South Dakota	Platte	57369	01	40:27 (41S)	124.70
Wisconsin	Hartford	53027	03	50:30 (42K)	67.90
	Juneau	53039	02	51:16 (43K)	91.90
	Reeseville	53579	01	45:47 (46H)	87.70
	Brandon	53919	02	36:55 (37S)	58.80
	Elk Mound	54739	01	47:23 (46H)	92.05
	Mondovi	54755	01	46:00 (46H)	104.65
EASTERN REGION					
Delaware	Selbyville	19975	01	39:16 (39S)	62.30
Maryland	Prince Frederick	20678	02	36:26 (37H)	36.80
	Arnold	21012	01	42:20 (43H)	14.65
	Millersville	21108	07	40:30 (41H)	15.00
	Baltimore	21228	10	51:25 (43K)	28.20
	Salisbury	21801	09	40:29 (41H)	40.00
	Port Deposit	21904	01	42:15 (42H)	48.65
	do	21904	02	39:40 (40S)	38.90
New Jersey	Millville	08332	01	42:25 (40H)	41.15
New York	Penfield	14526	02	29:45 (30S)	12.05
Pennsylvania	Blairsville	15717	04	46:21 (46H)	46.35
	Meadville	16335	07	47:06 (40K)	22.75
	North East	16428	01	40:48 (42K)	36.85
	Mercersburg	17236	02	47:36 (44J)	61.80
	York	17405	15	40:43 (46J)	42.65
	do	17405	17	44:13 (41J)	15.80
	Milton	17847	01	50:05 (42K)	46.10
	Pine Grove	17963	01	48:33 (45J)	54.10
Virginia	Callao	22435	01	40:40 (41H)	62.00
	King George	22485	03	46:26 (46H)	75.40
	Harrisonburg	22801	01	46:57 (46J)	43.33
	Keswick	22947	01	45:33 (46H)	58.09
	Farmville	23901	02	50:42 (46J)	86.30
	Martinsville	24112	05	[illegible] (43K)	70.30
West Virginia	Shinnston	26431	01	36:56 (37S)	42.10
	West Union	26456	02	35:45 (36S)	81.80
NORTHEAST REGION					
New Hampshire	Derry	03038	06	36:51 (37S)	31.30
	Manchester	03103	10	36:21 (37S)	22.50
	Tamworth	03886	01	21:25 (21S)	38.00
Maine	Gorham	04038	01	44:25 (41J)	41.35
	Hebron	04238	01	24:28 (25S)	41.96
	Carmel	04419	01	34:53 (34S)	42.05
	East Holden	04429	02	42:28 (43H)	77.00
	Millbridge	04658	01	40:12 (40S)	61.00
	Sedgwick	04676	01	27:54 (28S)	41.71
	Fort Kent	04743	01	42:12 (42H)	72.30
	do	04743	08	30:57 (31S)	42.10
	Farmington	04938	02	55:57 (47K)	69.10
	Pittsfield	04967	01	44:38 (45H)	42.05
New Jersey	Newton	07860	08	35:10 (35S)	30.80
New York	Ellenville	12428	01	50:55 (42K)	54.95
	Millerton	12546	01	23:36 (28S)	35.25
SOUTHERN REGION					
Alabama	Vernon	35592	02	41:17 (41S)	84.25
	Verbena	36091	01	26:26 (26S)	77.00
	Daviston	36256	01	36:40 (37S)	94.20
Arkansas	West Fork	72774	01	46:57 (45J)	88.10
Florida	Brooker	32622	01	30:03 (30S)	74.50
	Lake Wales	33853	06	35:55 (36S)	48.34
	Punta Gorda	33950	15	38:10 (38S)	31.12
	do	33950	16	43:53 (44H)	37.19
Georgia	Elberton	30635	04	42:26 (42S)	[illegible]
	Dalton	30720	08	52:13 (44K)	50.90
	Thomson	30824	02	45:35 (46H)	66.45
Louisiana	Breaux Bridge	70517	08	36:17 (36S)	40.35
	Opelousas	70570	07	40:07 (40S)	45.30
	Evath	70533	02	38:30 (37S)	40.20
	Rayne	70578	08	41:16 (41H)	46.40
	Haynesville	71038	01	40:33 (41S)	97.50
	do	71038	02	36:46 (34S)	101.60
	do	71038	08	41:14 (40S)	97.20
Mississippi	Canton	39046	02	40:20 (46J)	74.98
	Natchez	39120	07	37:25 (37S)	50.20
	Dekalb	39328	08	35:42 (36S)	88.90
	Hattiesburg	39401	10	44:36 (45H)	45.00
North Carolina	Burlington	27215	01	50:15 (45J)	65.35
	Goldsboro	27530	16	47:25 (43J)	23.40
	Hurdle Mills	27541	01	29:00 (29S)	78.90
	Louisburg	27549	04	44:45 (45H)	74.46
	Raleigh	27611	11	49:25 (45J)	26.60
	Supply	28462	08	37:35 (38S)	44.90

VACANT REGULAR RURAL ROUTES TO BE POSTED—Continued

State	Name of Post Office	ZIP Code	Route No.	* Route classification and evaluation	Route length
Oklahoma	Carmen	73726	01	33:47 (34S)	102.35
South Carolina	Cades	29518	01	41:24 (41S)	75.35
	Darlington	29532	05	44:46 (45H)	72.80
	Myrtle Beach	29577	03	40:47 (41H)	31.25
	do	29577	05	41:11 (41H)	48.35
Tennessee	Maynardville	37807	01	36:02 (36S)	60.35
Texas	Nevada	75073	01	31:34 (32S)	66.25
	Teague	75860	01	40:48 (41S)	88.75
	Woodville	75979	03	40:44 (41S)	65.10
	Diboll	75941	02	36:52 (37H)	45.10
	Huntington	75949	01	50:37 (46J)	50.37
	Woodville	75979	02	39:54 (40S)	95.60
	Alvarado	76009	04	38:03 (38S)	38.75
	Nocona	76255	01	36:38 (37S)	93.40
	Houston	77040	30	51:32 (43K)	26.60
	do	77040	31	44:09 (44H)	37.40
	do	77040	32	46:43 (43J)	35.10
	do	77040	33	50:39 (42K)	46.60
	Bay City	77414	03	35:19 (35S)	67.50
	Brazoria	77422	03	39:20 (39S)	62.86
	Cypress	77429	06	39:26 (39H)	23.25
	do	77429	08	38:05 (38S)	32.05
Texas	Wharton	77488	03	49:23 (41K)	83.35
	Dickinson	77539	02	35:55 (36S)	43.20
	Manvel	77578	02	35:08 (35S)	49.85
	Pearland	77581	02	46:17 (42J)	41.30
	do	77581	05	38:28 (38S)	26.60
	Sour Lake	77659	09	47:07 (43J)	66.75
	Vidor	77662	05	47:24 (40K)	39.80
	do	77662	08	42:02 (42H)	48.25
	do	77662	09	37:07 (37S)	32.35
WESTERN REGION					
California	Bonsall	92003	01	37:57 (38H)	32.65
Colorado	Pueblo	81003	06	50:04 (46J)	43.05
Idaho	Hazelton	83335	01	30:41 (31S)	70.15
New Mexico	La Mesa	88044	01	34:12 (34S)	48.91
Utah	Layton	84041	04	45:47 (42J)	34.80
Washington	Port Angeles	98362	01	43:15 (43H)	74.30
	Shelton	98584	02	47:30 (44J)	56.95

*The "Route Classification and Evaluation" published in this POSTAL BULLETIN may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

—Labor Relations Dept., 12–25–80.

RETIREMENT LAW AMENDMENTS

POSTAL BULLETIN 21276 (12–18–80), page 13, contains specifics on retirement law amendments in Public Law 96–499, The Omnibus Reconciliation Act of 1980, signed into law December 5, 1980. Among other things, Public Law 96–499 eliminates the "look back" (comparative annuity computations) for annuities commencing after January 19, 1981.

There will probably be some pending disability retirement cases in which the Office of Personnel Management (OPM) will be unable by January 18, 1981, to determine and notify interested parties whether the applicant is totally disabled. If the applicant is carried in a pay status after January 18, 1981, the employee will not be eligible for the 7.7 percent "look back" comparative annuity computation back to August 31, 1980. To avoid this situation, applicants may request, and installation heads may grant, leave without pay beginning January 19, 1981.

If the disability claim is disallowed, sick or annual leave with pay may be retroactively substituted for leave without pay. If the claim is allowed, the annuity begins January 19, 1981, the day after the last day of pay (January 18, 1981); unused accumulated annual leave is payable in a lump sum; and unused sick leave is included in the annuity computation as in other retirement cases.

When a large amount of sick leave is involved, the employee should carefully consider whether it is more advantageous to remain in a pay status on sick leave and be separated when the sick leave expires or to go on LWOP beginning January 19, 1981, in order to take advantage of the 7.7 percent "look back" computation.

Retiring (separating) postal employees will continue to receive payment for Federal holidays observed by the Postal Service that occur after the postal employee's separation but within the period covered by the employee's lump-sum (terminal) annual leave payment. Public Law 96–499 eliminates this payment for other Federal employees, but this amendment does not apply to the Postal Service and postal regulations have not been changed.—*Employee Relations Dept., 12–25–80.*

International Express Mail—Argentina

Effective January 1, 1981, the United States Postal Service will exchange International Express Mail items with Argentina. The following regulations and procedures apply:

1. Services Available—Custom Designed and On Demand. See Exhibit A for rates.
2. Areas Served—Buenos Aires, Bahia Blanca, Cordoba, Mar del Plata, Mendoza, Rosario, San Carlos de Bariloche, Tucuman, plus suburban areas of Buenos Aires (refer to Exhibit A, page 8).
3. Acceptable Items and Customs Declaration—Contents restricted to business documents, letters, and commercial papers or items. No customs forms are required. Items must be endorsed "BUSINESS PAPERS" or "COMMERCIAL PAPERS."
4. Weight Limit—33 pounds.

International Express Mail is insured against loss, damage, or rifling at no additional cost. Indemnity will be paid by the USPS as provided in DOMESTIC MAIL MANUAL 294, except that International Express Mail items are not insured against delay in delivery and indemnity will not be made in the event of delay.

Acceptance employees:

1. Ensure that articles to be mailed are only business documents, letters, and non-dutiable commercial paper or items,
2. Ensure that customer marks each item either "Business Papers" or "Commercial Papers,"
3. Inform all customers that the money-back deliver guarantee does not apply to the international service,
4. Complete appropriate sections of Express Mail labels, and
5. Dispatch items to one of the international exchange offices designated to handle outbound International Express Mail to Argentina (MIA, IAH, JFK, SFO).

A future issue of the *International Mail Manual* will include this information.—*Rates & Classification Dept., 12–25–80.*

EXHIBIT A

ARGENTINA

INTERNATIONAL EXPRESS MAIL

CUSTOM DESIGNED SERVICE

POUNDS (up to and including)	ZONE TO INTERNATIONAL EXCHANGE OFFICE						
	3	4	5	6	7	8	9
1	$29.04	$29.09	$29.14	$29.24	$29.34	$29.44	$29.54
2	31.88	31.96	32.05	32.19	32.33	32.48	32.63
3	34.72	34.83	34.96	35.14	35.32	35.52	35.72
4	37.56	37.70	37.87	38.09	38.31	38.56	38.81
5	40.40	40.57	40.78	41.04	41.30	41.60	41.90
6	43.24	43.44	43.69	43.99	44.29	44.64	44.99
7	46.08	46.31	46.60	46.94	47.28	47.68	48.08
8	48.92	49.18	49.51	49.89	50.27	50.72	51.17
9	51.76	52.05	52.42	52.84	53.26	53.76	54.26
10	54.60	54.92	55.33	55.79	56.25	56.80	57.35
11	57.44	57.79	58.24	58.74	59.24	59.84	60.44
12	60.28	60.66	61.15	61.69	62.23	62.88	63.53
13	63.12	63.53	64.06	64.64	65.22	65.92	66.62
14	65.96	66.40	66.97	67.59	68.21	68.96	69.71
15	68.80	69.27	69.88	70.54	71.20	72.00	72.80
16	71.64	72.14	72.79	73.49	74.19	75.04	75.89
17	74.48	75.01	75.70	76.44	77.18	78.08	78.98
18	77.32	77.88	78.61	79.39	80.17	81.12	82.07
19	80.16	80.75	81.52	82.34	83.16	84.16	85.16
20	83.00	83.62	84.43	85.29	86.15	87.20	88.25
21	85.84	86.49	87.34	88.24	89.14	90.24	91.34
22	88.68	89.36	90.25	91.19	92.13	93.28	94.43
23	91.52	92.23	93.16	94.14	95.12	96.32	97.52
24	94.36	95.10	96.07	97.09	98.11	99.36	100.61
25	97.20	97.97	98.98	100.04	101.10	102.40	103.70
26	100.04	100.84	101.89	102.99	104.09	105.44	106.79
27	102.88	103.71	104.80	105.94	107.08	108.48	109.88
28	105.72	106.58	107.71	108.89	110.07	111.52	112.97
29	108.56	109.45	110.62	111.84	113.06	114.56	116.06
30	111.40	112.32	113.53	114.79	116.05	117.60	119.15
31	114.24	115.19	116.44	117.74	119.04	120.64	122.24
32	117.08	118.06	119.35	120.69	122.03	123.68	125.33
33	119.92	120.93	122.26	123.64	125.02	126.72	128.42

NOTES:
1) Rates in this table are applicable to each piece of International Custom Designed Express Mail shipped under a Service Agreement providing for tender by the customer at a Designated Post Office.
2) Pick-up is available under a Service Agreement for an added charge of $5.25 for each pick-up stop, regardless of the number of pieces picked up. Domestic and International Express Mail picked up together under the same Service Agreement incurs only one pick-up charge.
3) If tendered at origin airport mail facility, deduct $3.00 from these rates.

ON DEMAND SERVICE

POUNDS (up to and including)	ZONE TO INTERNATIONAL EXCHANGE OFFICE						
	3	4	5	6	7	8	9
1	$18.74	$18.79	$18.89	$18.94	$19.04	$19.14	$19.24
2	21.58	21.66	21.80	21.89	22.03	22.18	22.33
3	24.42	24.53	24.71	24.84	25.02	25.22	25.42
4	27.26	27.40	27.62	27.79	28.01	28.26	28.51
5	30.10	30.27	30.53	30.74	31.00	31.30	31.60
6	32.94	33.14	33.44	33.69	33.99	34.34	34.69
7	35.78	36.01	36.35	36.64	36.98	37.38	37.78
8	38.62	38.88	39.26	39.59	39.97	40.42	40.87
9	41.46	41.75	42.17	42.54	42.96	43.46	43.96
10	44.30	44.62	45.08	45.49	45.95	46.50	47.05
11	47.14	47.49	47.99	48.44	48.94	49.54	50.14
12	49.98	50.36	50.90	51.39	51.93	52.58	53.23
13	52.82	53.23	53.81	54.34	54.92	55.62	56.32
14	55.66	56.10	56.72	57.29	57.91	58.66	59.41
15	58.50	58.97	59.63	60.24	60.90	61.70	62.50
16	61.34	61.84	62.54	63.19	63.89	64.74	65.59
17	64.18	64.71	65.45	66.14	66.88	67.78	68.68
18	67.02	67.58	68.36	69.09	69.87	70.82	71.77
19	69.86	70.45	71.27	72.04	72.86	73.86	74.86
20	72.70	73.32	74.18	74.99	75.85	76.90	77.95
21	75.54	76.19	77.09	77.94	78.84	79.94	81.04
22	78.38	79.06	80.00	80.89	81.83	82.98	84.13
23	81.22	81.93	82.91	83.84	84.82	86.02	87.22
24	84.06	84.80	85.82	86.79	87.81	89.06	90.31
25	86.90	87.67	88.73	89.74	90.80	92.10	93.40
26	89.74	90.54	91.64	92.69	93.79	95.14	96.49
27	92.58	93.41	94.55	95.64	96.78	98.18	99.58
28	95.42	96.28	97.46	98.59	99.77	101.22	102.67
29	98.26	99.15	100.37	101.54	102.76	104.26	105.76
30	101.10	102.02	103.28	104.49	105.75	107.30	108.85
31	103.94	104.89	106.19	107.44	108.74	110.34	111.94
32	106.78	107.76	109.10	110.39	111.73	113.38	115.03
33	109.62	110.63	112.01	113.34	114.72	116.42	118.12

NOTES:
1) Pick-up is available under a Service Agreement for an added charge of $5.25 for each pick-up stop, regardless of the number of pieces picked up. Domestic and International Express Mail picked up together under the same Service Agreement incurs only one pick-up charge.

Other cities served: Almirante Brown, Avellaneda, Bánfield, Bella Vista, Berazategui, Bernal, Boulogne, Caseros, Castelar, Ciudad Libertador General San Martín, Cláypole, Dock Sud, Domingo F. Sarmiento, Don Torcuato, El Palomar, Expeleta, Florencio Varela, Florida, General Pacheco, Gerli, Grand Bourg, Hurlingham, Isidro Casanova, Isla Maciel, Ituzaingó, José C. Paz, José Marmol, Laferrere, Lanús, Libertad, Lomas del Mirador, Lomas de Zamora, Mariano J. Haedo, Martínez, Merlo, Moreno, Morón, Munro, Olivos, Piñeyro, Quilmes, Ramos Mejía, Ránelagh, Remedios de Escalada, San Antonio de Padua, San Fernando, San Francisco Solano, San Isidro, San Justo, San Miguel, Sarandí, Tablada, Tapiales, Témperley, Tesei, Tigre, Valentín Alsina, Vicente López, Villa Ballester, Villa Ciudadela, Villa Dominico, Villa Industriales, Villa Lynch, Wilde.

PUB 45-AR/OCT. 1980

INTERNATIONAL POSTAL RATES AND FEES

Pursuant to its authority under 39 U.S.C. 407, the Postal Service announces increases in international postal rates and in fees for special mail services as indicated below. These rates and fees are effective at 12:01 a.m., January 1, 1981.

Some international rates and fees are related to domestic rates and fees and will be adjusted when the domestic rates and fees are increased.

Publication 51 and Poster 51 will not be distributed until the effective date of domestic rates and fees, therefore, this Bulletin must be retained.

A. New Rates

1. Letters and Letter packages (Surface)

Weight steps				Canada[1]	Mexico	All other countries
Over		Through				
Lbs.	Ozs.	Lbs.	Ozs.			
		0	1	$0.15	$0.15	$0.30
0	1	0	2	.28	.28	.47
0	2	0	3	.41	.41	.64
0	3	0	4	.54	.54	.81
0	4	0	5	.67	.67	.98
0	5	0	6	.80	.80	1.15
0	6	0	7	.93	.93	1.32
0	7	0	8	1.06	1.06	1.49
0	8	0	9	1.19	1.19	2.76
0	9	0	10	1.32	1.32	2.76
0	10	0	11	1.45	1.45	2.76
0	11	0	12	1.58	1.58	2.76
0	12	1	0	2.25	2.25	2.76
1	0	1	8	2.50	2.50	3.78
1	8	2	0	2.83	2.83	4.80
2	0	2	8	3.16	3.16	5.55
2	8	3	0	3.50	3.50	6.30
3	0	3	8	3.83	3.83	7.05
3	8	4	0	4.16	4.16	7.80
4	0	4	8	4.50	....	....
4	8	5	0	4.83	....	....

[1] Eighth zone priority mail rates for weights over 12 ounces.

Maximum limit 60 pounds to Canada, 4 pounds to Mexico and all other countries.

2. Letters and Letter Packages (Air)

a. Canada and Mexico: Refer to rates listed under A.1 (Surface Rates). Mail paid at this rate receives First-Class service in the United States and air service in Canada and Mexico.

b. Colombia, Venezuela, Central America, the Caribbean Islands, Bahamas, Bermuda, St. Pierre & Miquelon: 35 cents per half ounce up to and including 2 ounces; 30 cents each additional half ounce up to and including 32 ounces; 30 cents per additional ounce over 32 ounces.

Ounces	Rate	Ounces	Rate
½	$.35	16½	$10.10
1	.70	17	10.40
1½	1.05	17½	10.70
2	1.40	18	11.00
2½	1.70	18½	11.30
3	2.00	19	11.60
3½	2.30	19½	11.90
4	2.60	20	12.20
4½	2.90	20½	12 50
5	3.20	21	12.80
5½	3.50	21½	13.10
6	3.80	22	13.40
6½	4.10	22½	13.70
7	4.40	23	14.00
7½	4.70	23½	14.30
8	5.00	24	14.60
8½	5.30	24½	14.90
9	5.60	25	15.20
9½	5.90	25½	15.50
10	6.20	26	15.80
10½	6.50	26½	16.10
11	6.80	27	16.40
11½	7.10	27½	16.70
12	7.40	28	17.00
12½	7.70	28½	17.30
13	8.00	29	17.60
13½	8.30	29½	17.90
14	8.60	30	18.20
14½	8.90	30½	18.50
15	9.20	31	18.80
15½	9.50	31½	19.10
16	9.80	32	19.40

For weights over 32 ounces, add 30 cents per *ounce* or fraction.

c. All Other Countries: 40 cents per half ounce up to and including 2 ounces; 35 cents each additional half ounce up to and including 32 ounces; 35 cents per additional ounce over 32 ounces.

Ounces	Rate	Ounces	Rate
½	$0.40	16½	$11.75
1	.80	17	12.10
1½	1.20	17½	12.45
2	1.60	18	12.80
2½	1.95	18½	13.15
3	2.30	19	13.50
3½	2.65	19½	13.85
4	3.00	20	14.20
4½	3.35	20½	14.55
5	3.70	21	14.90
5½	4.05	21½	15.25
6	4.40	22	15.60
6½	4.75	22½	15.95
7	5.10	23	16.30
7½	5.45	23½	16.65
8	5.80	24	17.00
8½	6.15	24½	17.35
9	6.50	25	17.70
9½	6.85	25½	18.05
10	7.20	26	18.40
10½	7.55	26½	18.75
11	7.90	27	19.10
11½	8.25	27½	19.45
12	8.60	28	19.80
12½	8.95	28½	20.15
13	9.30	29	20.50
13½	9.65	29½	20.85
14	10.00	30	21.20
14½	10.35	30½	21.55
15	10.70	31	21.90
15½	11.05	31½	22.25
16	11.40	32	22.60

For weights over 32 ounces, add 35 cents per *ounce* or fraction.

3. Post and Postal Cards

a. Surface

(1) Canada and Mexico: 10 cents each.

(2) All other countries: 19 cents each.

b. Air

(1) All countries (except Canada and Mexico): 28 cents each.

(2) Canada and Mexico: 10 cents each.

4. Aerogrammes: 30 cents each.

5. Other Articles (AO)

a. Surface

(1) Regular Printed Matter

Weight steps		Canada and Mexico	All other countries
Over	Through		
0 oz.	1 oz.	$0.20	$0.23
1	2	.20	.33
2	3	.40	.43
3	4	.40	.53
4	6	.53	.72
6	8	.66	.92
8	10	.79	1.11
10	12	.92	1.29
12	14	1.05	1.48
14	16	1.18	1.66
16	18	1.80	1.80
18	20	1.94	1.94
20	22	2.07	2.07
22	24	2.21	2.21
24	26	2.35	2.35
26	28	2.49	2.49
28	30	2.62	2.62
30	32	2.76	2.76
2 lbs.	3 lbs.	3.31	3.31
3 lbs.	4 lbs.	3.86	3.86
Each additional 1 lb.		.96	.96
Direct sack to one addressee (M bag)			
Minimum 15 lbs.			
Maximum 66 lbs.			
Per Pound or Fraction		.86	.86

(2) Publishers Periodicals

Weight steps		All countries
Over	Through	
0 oz.	1 oz.	$0.12
1	2	.17
2	3	.22
3	4	.27
4	6	.36
6	8	.46
8	10	.55
10	12	.65
12	14	.74
14	16	.83
16	18	.90
18	20	.97
20	22	1.04
22	24	1.11
24	26	1.17
26	28	1.24
28	30	1.31
30	32	1.38
2 lbs.	3 lbs.	1.66
3 lbs.	4 lbs.	1.93
Each additional 1 lb.		.48
Direct sack to one addressee (M bag) Minimum 15 lbs.		
Maximum 66 lbs.		
Per Pound or Fraction		.43

(3) Books and Sheet Music

Weight steps		All countries
Over	Through	
0 lb.	1 lb.	$0. 83
1 lb.	2 lbs.	1. 38
2 lbs.	3 lbs.	1. 66
3 lbs.	4 lbs.	1. 93
Each additional 1 lb.		. 48
Direct sack to one addressee (M bag)		
Minimum 15 lbs.		
Maximum 66 lbs.		
Per Pound or Fraction		. 43

(4) Small Packets

Weight steps		Canada	Mexico	All other countries
Over	Up to			
0	1 oz.	$0.20	$0.20	$0.23
1 oz.	2	.20	.20	.33
2	3	.40	.40	.43
3	4	.40	.40	.53
4	6	.53	.53	.72
6	8	.66	.66	.92
8	10	.79	.79	1.11
10	12	.92	.92	1.29
12	14	1.05	1.05	1.48
14	16	1.18	1.18	1.66
16	18		1.80	1.80
18	20		1.94	1.94
20	22		2.07	2.07
22	24		2.21	2.21
24	26		2.35	2.35
26	28		2.49	2.49
28	30		2.62	2.62
30	32		2.76	2.76

b. Air (Encompasses all Printed Matter, Matter for the Blind and Small Packets).

Weight steps		Mexico, Central America, the Caribbean Islands [1]	South America (except Colombia & Venezuela), Europe (except Estonia, Latvia, Lithuania, & U.S.S.R.), & North Africa	Estonia, Latvia, Lithuania, U.S.S.R., Asia, Pacific Ocean Islands, Africa (other than North Africa), the Indian Ocean Islands & the Middle East
Over	Through			
0 oz.	1 oz.	$0. 50	$0. 60	$0. 70
1	2	. 76	. 96	1. 16
2	3	1. 02	1. 32	1. 62
3	4	1. 28	1. 68	2. 08
4	6	1. 54	2. 14	2. 74
6	8	1. 80	2. 60	3. 40
8	10	2. 06	3. 06	4. 06
10	12	2. 32	3. 52	4. 72
12	14	2. 58	3. 98	5. 38
14	16	2. 84	4. 44	6. 04
16	18	3. 10	4. 90	6. 70
18	20	3. 36	5. 36	7. 36
20	22	3. 62	5. 82	8. 02
22	24	3. 88	6. 28	8. 68
24	26	4. 14	6. 74	9. 34
26	28	4. 40	7. 20	10. 00
28	30	4. 66	7. 66	10. 66
30	32	4. 92	8. 12	11. 32
2 lbs.	2. 5 lbs.	5. 96	9. 96	13. 96
2. 5	3. 0	7. 00	11. 80	16. 60
3. 0	3. 5	8. 04	13. 64	19. 24
3. 5	4. 0	9. 08	15. 48	21. 88
Each additional ½ pound over 4 pounds		1. 04	1. 84	2. 64
Direct Sack to one addressee (M bag)				
Minimum 15 pounds				
Maximum 66 pounds				
Per Pound or fraction		1. 87	3. 31	4. 75

Canada. Note: AO Articles sent by air must be prepared as letter mail. Refer to rates table for letters and letter packages (surface).

[1] Also Colombia, Venezuela, Bahamas, Bermuda, and St. Pierre & Miquelon. Also from American Samoa to Western Samoa, and from Guam to the Philippines.

6. Parcel Post

a. Surface

(1) Canada, Mexico, Central America, The Caribbean Islands, Bahamas, Bermuda, St. Pierre and Miquelon: $3.10 for the first 2 pounds and $1.00 each additional pound or fraction.

Lbs.	Rate	Lbs.	Rate
2	$3.10	12	$13.10
3	4.10	13	14.10
4	5.10	14	15.10
5	6.10	15	16.10
6	7.10	16	17.10
7	8.10	17	18.10
8	9.10	18	19.10
9	10.10	19	20.10
10	11.10	20	21.10
11	12.10	21	22.10
		22	23.10

For weights over 22 lbs. add $1.00 per pound or fraction.

(2) All Other Countries: $3.25 for the first 2 pounds and $1.05 for each additional pound or fraction.

Lbs.	Rate	Lbs.	Rate
2	$3.25	12	$13.75
3	4.30	13	14.80
4	5.35	14	15.85
5	6.40	15	16.90
6	7.45	16	17.95
7	8.50	17	19.00
8	9.55	18	20.05
9	10.60	19	21.10
10	11.65	20	22.15
11	12.70	21	23.20
		22	24.25

For weights over 22 lbs. add $1.05 per pound or fraction.

b. Air

Weight Steps				Rate group				
Lbs.	Ozs.	Lbs.	Ozs.	A	B	C	D	E
0	0	0	4	$3.00	$3.80	$4.60	$5.40	$6.20
0	4	0	8	3.50	4.50	5.50	6.50	7.50
0	8	0	12	4.00	5.20	6.40	7.60	8.80
0	12	1	0	4.50	5.90	7.30	8.70	10.10
1	0	1	4	5.00	6.60	8.20	9.80	11.40
1	4	1	8	5.50	7.30	9.10	10.90	12.70
1	8	1	12	6.00	8.00	10.00	12.00	14.00
1	12	2	0	6.50	8.70	10.90	13.10	15.30
2	0	2	4	7.00	9.40	11.80	14.20	16.60
2	4	2	8	7.50	10.10	12.70	15.30	17.90
2	8	2	12	8.00	10.80	13.60	16.40	19.20
2	12	3	0	8.50	11.50	14.50	17.50	20.50
3	0	3	4	9.00	12.20	15.40	18.60	21.80
3	4	3	8	9.50	12.90	16.30	19.70	23.10
3	8	3	12	10.00	13.60	17.20	20.80	24.40
3	12	4	0	10.50	14.30	18.10	21.90	25.70
4	0	4	4	11.00	15.00	19.00	23.00	27.00
4	4	4	8	11.50	15.70	19.90	24.10	28.30
4	8	4	12	12.00	16.40	20.80	25.20	29.60
4	12	5	0	12.50	17.10	21.70	26.30	30.90
5	0	5	8	13.30	18.30	23.30	28.30	33.30
5	8	6	0	14.10	19.50	24.90	30.30	35.70
6	0	6	8	14.90	20.70	26.50	32.30	38.10
6	8	7	0	15.70	21.90	28.10	34.30	40.50
7	0	7	8	16.50	23.10	29.70	36.30	42.90
7	8	8	0	17.30	24.30	31.30	38.30	45.30
8	0	8	8	18.10	25.50	32.90	40.30	47.70
8	8	9	0	18.90	26.70	34.50	42.30	50.10
9	0	9	8	19.70	27.90	36.10	44.30	52.50
9	8	10	0	20.50	29.10	37.70	46.30	54.90
Each additional ½ pound				.80	1.20	1.60	2.00	2.40

Country	Rate group	Maximum weight limits for air parcel post
Afghanistan	D	22
Albania	C	22
Algeria	D	44
Andorra	B	44
Angola	E	22
Argentina	D	44
Ascension	No Air Service	
Australia	D	44
Austria	B	44
Azores	C	22
Bahamas	A	22
Bahrain	D	22
Bangladesh	E	22
Barbados	B	22
Belgium	E	44
Belize	A	22
Benin	D	44
Bermuda	A	33
Bhutan	No Parcel Post Service	
Bolivia	B	44
Botswana	E	22
Brazil	E	44
Brunei	D	22
Bulgaria	D	22
Burma	D	22
Burundi	E	22
Cameroon	C	22
Canada	No Air Service	
Cape Verde	D	22
Cayman Islands	A	22
Central African Rep.	E	44
Chad	D	44
Chile	D	22
China (People's Republic of).	D	44
Colombia	B	44
Comoros	E	44
Congo	D	44
Corsica	E	44
Costa Rica	A	44
Cuba	No Parcel Post Service	
Cyprus	D	44
Czechoslovakia	C	44
Denmark	B	44
Djibouti	E	44
Dominica	A	22
Dominican Republic	A	44
East Timor	No Parcel Post Service	
Ecuador	B	44
Egypt	C	44
El Salvador	A	44
Equatorial Guinea	D	44
Estonia	E	22
Ethiopia	D	44
Faeroe Islands	C	44
Falkland Islands	D	22
Fiji	B	22
Finland	D	44
France (Including Monaco)	E	44
French Guiana	C	44
French Polynesia	D	44
Gabon	D	44
Gambia	B	22
German Democratic Republic (East Germany)	C	[2] 44
Germany Federal Rep. of (West Germany)	C	44
Ghana	D	22
Gibraltar	D	22
Great Britain and Northern Ireland	C	44
Greece	C	44
Greenland	D	44
Grenada	B	22
Guadeloupe	A	44
Guatemala	A	44
Guinea	B	44
Guinea-Bissau	B	22
Guyana	B	22
Haiti	A	44
Honduras	B	44
Hong Kong	C	22
Hungary	C	44
Iceland	D	44
India	D	[2] 22
Indonesia	E	22
Iran	D	44
Iraq	D	44
Ireland (Eire)	C	22
Israel	C	33
Italy (Including San Marino)	C	44
Ivory Coast	D	44
Jamaica	A	22
Japan	E	22
Jordan	C	22
Kampuchea	No Parcel Post Service	
Kenya	D	22
Kiribati (formerly Gilbert Islands)	B	44
Korea, Democratic People's Rep. (North)	No Parcel Post Service	
Korea, Rep. of (South)	D	22
Kuwait	C	44
Lao	E	22
Latvia	E	22
Lebanon	C	11
Leeward Islands	A	[2] 22
Lesotho	E	22
Liberia	B	22
Libya	C	44
Lithuania	E	22
Luxembourg	B	44
Macao	C	22
Madagascar	C	44

See footnote at end of table.

Country	Rate group	Maximum weight limits for air parcel post
Madeira Islands	B	22
Malawi	D	22
Malaysia	D	22
Maldives	D	22
Mali	C	44
Malta	C	22
Martinique	A	44
Mauritania	D	44
Mauritius	E	22
Mexico	A	44
Mongolia	No Parcel Post Service	
Morocco	C	44
Mozambique	E	22
Nauru	C	22
Nepal	D	22
Netherlands	C	44
Netherlands Antilles	A	44
New Caledonia	D	44
New Zealand	D	22
Nicaragua	B	44
Niger	D	44
Nigeria	C	22
Norway	D	44
Oman	D	22
Pakistan	D	22
Panama	A	44
Papua New Guinea	D	22
Paraguay	C	44
Peru	B	44
Philippines	D	[2] 44
Pitcairn Islands	B	22
Poland	C	44
Portugal	B	22
Qatar	C	22
Reunion	E	44
Romania	C	22
Rwanda	D	22
St. Helena	B	22
St. Lucia	A	22
St. Pierre & Miquelon	A	44
St. Thomas & Principe	D	22
St. Vincent & The Grenadines	A	22
Santa Cruz Islands	B	22
Saudi Arabia	C	22
Senegal	D	44
Seychelles	D	22
Sierre Leone	C	22
Singapore	D	22
Solomon Islands	C	22
Somalia (Southern Region).	D	22
Somalia (Northern Region).	No Air Service	
South Africa (Including South-West Africa & Nambia).	E	22
Spain	C	[2] 22
Sri Lanka	D	22
Sudan	D	22
Suriname	B	44
Swaziland	D	22
Sweden	D	44
Switzerland (Including Liechtenstein).	B	44
Syria	C	[2] 44
Taiwan	C	44
Tanzania	E	22
Thailand	D	22
Togo	D	44
Tonga	B	22
Trinidad & Tobago	B	22
Tristan da Cunha	B	22
Tunisia	C	44
Turkey	C	44
Turks & Caicos Islands	A	22
Tuvalu (Ellice Islands)	B	22
Uganda	D	22
Union of Soviet Socialist Republic.	E	22
United Arab Emirates	D	22
Upper Volta	C	44
Uruguay	B	44
Vanuatu (formerly New Hebrides).	B	44
Vatican City State	C	44
Venezuela	B	44
Vietnam	No Parcel Post Service	
Western Samoa	B	22
Yemen Arab Republic (Sanaa).	D	44
Yemen, Peoples Democratic Republic of (Aden).	D	44
Yugoslavia	C	44
Zaire	D	44
Zambia	E	22
Zimbabwe (formerly Rhodesia).	E	22

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[2] Weight restrictions exist. See country listing in Appendix B, Publication 42, *International Mail*.

B. New Special Mail Services Fees

1. Nonstandard Surcharge
   a. Letters (weighing one ounce or less): 7 cents
   b. Regular Printed Matter (weighing two ounces or less): 7 cents

2. Customs Clearance and Delivery Fee: $1.75

3. Inquiry Fee: $2.10

4. Return receipt requested at time of mailing: 45 cents

5. Registered Mail

Limit of indemnity	*Fee*
Canada	
$00. 00 to $100	$3. 00
$100. 01 to $200	$3. 30
All other countries	
$15. 76	$3. 00

6. Insured Mail.

Limit of Indemnity[3]		*Fees*	
Over	*Up to*	*Canada*	*All other countries*
0	$15	$0. 50	$0. 85
15	50	. 85	1. 10
50	100	1. 10	1. 65
100	150	1. 40	2. 35
150	200	1. 75	2. 35
200	300	2. 25	3. 85
300	400	2. 75	5. 10
400	500	....	5. 40
500	600	....	5. 70
600	700	....	6. 00
700	800	....	6. 30
800	900	....	6. 60
900	1, 000	....	6. 90
1, 000	1, 100	....	7. 20
1, 100	1, 200	....	7. 50

[3] Limits vary by country. See Publication 42, International Mail for the specific limit of indemnity for each country.

7. Money Orders
a. Orders Issued on Domestic Form

Amount of Money Order	*Fee*
$0.01 to $10	$0. 55
$10.01 to $50	$0. 80
$50.01 to $400	$1. 10

b. Orders Issued on International Form

Amount of Money Order	*Fee*
$0.01 to $10	$1. 30
$10.01 to $50	$1. 50
$50.01 to $400	$1. 80

8. Special Handling

Weight	*Fee*
Not more than 10 pounds	$0. 70
More than 10 pounds	$1. 25

9. Special Delivery

Class of Mail	*Not more than 2 pounds*	*Over 2 pounds but not more than 10 pounds*	*Over 10 pounds*
Letters, letter packages, post and postal cards, and other articles (air only)	$2. 00	$2. 25	$2. 85
Other articles (surface only)	$2. 25	$2. 85	$3. 25

10. Restricted Delivery: $0.80

11. Certificates of Mailing:

	Fee
Individual listed pieces:	
Original:	$0. 15
Copy of original certificate of mailing or receipt for registered or insured mail	0. 15
Identical pieces:	
Up to 1,000 pieces	0. 75
For each additional 1,000 pieces, or fraction	0. 15
Duplicate copy	0. 15

—*Rates & Classification Dept., 12-25-80.*

UNITED STATES POSTAL SERVICE
WASHINGTON, D.C. 20260
OFFICIAL BUSINESS

PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE, $300

U.S.MAIL

FIRST CLASS

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